

## **PART I - THE SCHEDULE**

### **SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

#### **B.1 CONTRACT TYPE/MINIMUM AND MAXIMUM DOLLARS**

(a) This is an indefinite delivery/indefinite quantity (IDIQ) contract utilizing Time and Material (T&M) and Firm Fixed Price (FFP) Delivery Orders. Total orders placed against all contracts shall not exceed \$180,000,000 over five (5) years (12 month basic period and four, 12 month option periods). The guaranteed minimum is \$100,000 for each awardee for the basic period only. The minimum guarantee will be funded through delivery orders issued during the first year of the contract. There is no guaranteed minimum for the options periods, if exercised.

(b) The maximum amount for each contract will not exceed \$180 million. However, since the total amount for all contracts will not exceed \$180 million, as more delivery orders are issued under one contract, the value of orders which can be issued under the other contracts drops by an equal amount.

(c) The Contracting Officer's decision to issue an order to a particular awardee shall be based on the criteria stated in Section G.6 DELIVERY ORDER PROCEDURES.

#### **B.2 INSTRUCTIONS FOR COMPLETING - LABOR RATE AND OTHER**

a. Tables B-1 thru B-4 - Contractor Site (Off-Site) and Government Site (On-Site) Time & Material (T&M) and Firm Fixed Price (FFP) price schedules: The offeror shall enter the composite burdened hourly rate for each labor category for the base year and each of the proposed four (4) option years. These labor rates will be firm fixed price over the life of the contract, except if they were based on a Department of Labor Wage Determination, then they will be increased by the Department of Labor Wage Determination rate change. The hours represented in the Price Table are for evaluation purposes only. They do not reflect the actual amounts to be ordered under this contract, however, they are representative of the skill mixes to be used by DLA during the life of the contract. An additional 20% is available for other Agencies that is not reflected in the Pricing Table.

b. Table B-5 - Other Direct Costs: This table is to be completed at the time of each individual task order request. For estimating purposes only, the Government's estimated cost has been included for the base year and the proposed four (4) option years.

c. Table B-6 - Other Rates: The offeror shall enter their proposed rate for G & A on Material or their

Material Handling Rate for the base year and the proposed four (4) option years. This rate will be the only factor applied to the Other Direct Costs (ODC's) included under Table B-5.

d. Table B-7 - Option Year Rates: The offeror shall enter their proposed labor escalation rates for the proposed four (4) option years. If the offeror has any indirect rates (O/H, Fringe, and/or G&A) which differ from the base year rates provided under Table B-8 for the proposed four (4) option years, they should be included here.

e. Table B-8 - Breakdown of Burdened Labor Rates: The offeror shall insert the branch office, address, and telephone number of the DCAA office servicing their company in the appropriate space. The offeror shall insert the base year indirect rates in the column headings as indicated for Tables B-8a, 8b, 8c, and 8d. The offeror shall insert the base labor rate along with calculated dollar amount of the indirect rates on the base labor rate in the appropriate spaces provided for each labor category. The calculation of breakdown of the burdened labor rates for the option years will be done by using the information included under Table B-7. Also, in calculating the burdened labor rate, the Government uses the machine generated numbers, and then rounds to two (2) decimal places the resultant burdened rate.

f. Prime Contractors must submit Tables for their labor rates, in addition to Tables B-1 thru B-4 for composite rates, if they plan to use subcontractors. Prime and subcontractors may modify the above referenced tables to include additional columns for FCCOM, indirect burdens, material handling, etc. In addition to identifying any applicable rates added to the Price Tables, the contractor shall also provide an explanation of how the additional rates are applied.

g. Subcontractors may forward Tables B-7 and B-8 directly to the Defense Logistics Agency (DLA), DASC-C Office of Contracting, ATTN: Angela Pulzone (DASC-CR), 8725 John J. Kingman Road, STE 0119, Ft. Belvoir, VA 22060-6220. If being sent by messenger or delivery service include delivery to Room 1134.

### B.3 LABOR RATE AND OTHER DIRECT COSTS TABLES

TABLE B-1 - Contractor Site (Time & Material)

CLIN	LABOR CATEGORY	EST HOURS	BASE YEAR RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE	RATE
0001	- CONTRACTOR SITE (Time & Material)							
0001AA	Program Manager	2080	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AB	Project Manager	2700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AC	Operations Manager	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AD	Data Base Manager	2200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AE	Quality Assurance Manager	1900	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AF	Communications Network Manager	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AG	Sr Appl/Comp Sys Test Manager	900	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AH	Sr Computer Systems Analyst	3600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AJ	Computer Systems Analyst	3400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AK	Jr Computer Systems Analyst	3600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AL	Sr Functional Analyst	3200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AM	Functional Analyst	3000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AN	Jr Functional Analyst	1800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AP	Cost Analyst	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AQ	Sr Training Needs Analyst	1050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AR	Training Needs Analyst	1050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AS	Quality Assurance Analyst	2220	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AT	Sr Systems Engineer	3200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AU	Systems Engineer	2800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AV	Jr Systems Engineer	3850	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AW	Sr Software Engineer	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AX	Software Engineer	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AY	Jr Software Engineer	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001AZ	Pr Information Engineer	4550	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BA	Sr Information Engineer	2500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BB	Information Engineer	3528	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BC	Pr Open Systems Engineer	3528	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BD	Sr Open Systems Engineer	3528	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BE	Open Systems Engineer	3528	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BF	Sr Applications Engineer	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BG	Applications Engineer	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BH	Student System Engineer	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BJ	Program Admin Specialist	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BK	Sr Project Control Spec	3000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BL	Sr Bus Plan & Mgmt Spec	1050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BM	Sr Perform Measurement Spec	1050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BN	Sr Organ'l Development Spec	1050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BP	Pr Bus Process Reegin Spec	4550	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BQ	Sr Bus Process Reegin Spec	4550	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BR	Sr Data Base Management Spec	3675	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BS	Data Base Management Spec	2200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BT	Sr Comp Sys Security Spec	1200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BU	Computer Sys Security Spec	2500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BV	Sr Data Standard Specialist	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BW	Data Standard Specialist	2500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BX	Sr Training Specialist	1600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BY	Training Specialist	1600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001BZ	Acquisition Specialist	1600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CA	Contract Specialist	1000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CB	Marketing Specialist	800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CC	Hardware Specialist	1600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CD	Graphics Specialist	800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CE	Documentation Specialist	2300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CF	Communications Specialist	2000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CG	Communications Hardware Spec	2600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CH	Communications Software Spec	2600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CJ	Communications Network Spec	2600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0001CK	Multi Media Specialist	1200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

0001CL	Audio Visual Expert	1200	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CM	Applications Programmer	6000	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CN	System Programmer	5086	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CP	System Administrator	2000	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CQ	Systems Operator	2200	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CR	Pr Systems Architect	4025	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CS	Sr Systems Architect	1400	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CT	Network Draftsman	2300	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CU	Hardware Draftsman	2000	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CV	Statistician	1050	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CW	Sr Hardware Install Tech	3230	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CX	Hardware Installation Tech	2000	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CY	Sr Network Install Tech	1900	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001CZ	Network Installation Tech	2300	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001DA	Technical Writer/Editor	2300	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001DB	Data Entry Clerk	1500	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____
0001DC	Clerical Assistant	1800	\$	_____	\$	_____	\$	_____	\$	_____	\$	_____

TABLE B-2 - Government Site (Time & Material)

			BASE	OPTION	OPTION	OPTION	OPTION
		EST	YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4
CLIN	LABOR CATEGORY	HOURS	RATE	RATE	RATE	RATE	RATE
-----							
0002	- GOVERNMENT SITE (Time & Material)						
0002AA	Program Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AB	Project Manager	5000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AC	Operations Manager	3700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AD	Data Base Manager	4100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AE	Quality Assurance Manager	3600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AF	Comm Network Manager	3700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AG	Sr Appl/Comp Sys Test Manager	1600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AH	Sr Computer Systems Analyst	6800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AJ	Computer Systems Analyst	6400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AK	Jr Computer Systems Analyst	6800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AL	Sr Functional Analyst	9450	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AM	Functional Analyst	5600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AN	Jr Functional Analyst	3500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AP	Cost Analyst	4300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AQ	Sr Training Needs Analyst	1950	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AR	Training Needs Analyst	1950	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AS	Quality Assurance Analyst	4100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AT	Sr Systems Engineer	5600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AU	Systems Engineer	5300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AV	Jr Systems Engineer	7000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AW	Sr Software Engineer	3700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AX	Software Engineer	3700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AY	Jr Software Engineer	4300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002AZ	Pr Information Engineer	8450	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BA	Sr Information Engineer	4700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BB	Information Engineer	6552	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BC	Pr Open Systems Engineer	6552	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BD	Sr Open Systems Engineer	6552	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BE	Open Systems Engineer	6552	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BF	Sr Applications Engineer	3800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BG	Applications Engineer	3500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BH	Student System Engineer	4300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BJ	Program Admin Specialist	4300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BK	Sr Project Control Specialist	3700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BL	Sr Bus Plan & Mgmt Specialist	1950	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BM	Sr Perform Measurement Spec	1950	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BN	Sr Organ'l Development Spec	1950	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BP	Pr Bus Process Reegin Spec	8450	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BQ	Sr Bus Process Reegin Spec	8450	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BR	Sr Data Base Mgmt Specialist	6825	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BS	Data Base Management Spec	4100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0002BT	Sr Comp Sys Security Spec	2200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

0002BU	Comp Sys Security Specialist	4700	\$		\$		\$		\$	
0002BV	Sr Data Standard Specialist	4600	\$		\$		\$		\$	
0002BW	Data Standard Specialist	4600	\$		\$		\$		\$	
0002BX	Sr Training Specialist	3000	\$		\$		\$		\$	
0002BY	Training Specialist	3000	\$		\$		\$		\$	
0002BZ	Acquisition Specialist	3000	\$		\$		\$		\$	
0002CA	Contract Specialist	2000	\$		\$		\$		\$	
0002CB	Marketing Specialist	1500	\$		\$		\$		\$	
0002CC	Hardware Specialist	3000	\$		\$		\$		\$	
0002CD	Graphics Specialist	1400	\$		\$		\$		\$	
0002CE	Documentation Specialist	4300	\$		\$		\$		\$	
0002CF	Communications Specialist	3500	\$		\$		\$		\$	
0002CG	Communications Hardware Spec	4800	\$		\$		\$		\$	
0002CH	Communications Software Spec	4800	\$		\$		\$		\$	
0002CJ	Communications Network Spec	4800	\$		\$		\$		\$	
0002CK	Multi Media Specialist	2200	\$		\$		\$		\$	
0002CL	Audio Visual Expert	2200	\$		\$		\$		\$	
0002CM	Applications Programmer	11000	\$		\$		\$		\$	
0002CN	System Programmer	11000	\$		\$		\$		\$	
0002CP	System Administrator	3800	\$		\$		\$		\$	
0002CQ	Systems Operator	4100	\$		\$		\$		\$	
0002CR	Pr Systems Architect	7475	\$		\$		\$		\$	
0002CS	Sr Systems Architect	2600	\$		\$		\$		\$	
0002CT	Network Draftsman	4200	\$		\$		\$		\$	
0002CU	Hardware Draftsman	3500	\$		\$		\$		\$	
0002CV	Statistician	1950	\$		\$		\$		\$	
0002CW	Sr Hardware Install Tech	6000	\$		\$		\$		\$	
0002CX	Hardware Installation Tech	3500	\$		\$		\$		\$	
0002CY	Sr Network Installation Tech	3500	\$		\$		\$		\$	
0002CZ	Network Installation Tech	4300	\$		\$		\$		\$	
0002DA	Technical Writer/Editor	4300	\$		\$		\$		\$	
0002DB	Data Entry Clerk	2800	\$		\$		\$		\$	
0002DC	Clerical Assistant	3200	\$		\$		\$		\$	

TABLE B-3 - Contractor Site (Firm-Fixed Price)

CLIN	LABOR CATEGORY	EST HOURS	BASE YEAR RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
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0003	- CONTRACTOR SITE (Firm-Fixed Price)						
0003AA	Program Manager	0	\$	\$	\$	\$	\$
0003AB	Project Manager	0	\$	\$	\$	\$	\$
0003AC	Operations Manager	0	\$	\$	\$	\$	\$
0003AD	Data Base Manager	0	\$	\$	\$	\$	\$
0003AE	Quality Assurance Manager	0	\$	\$	\$	\$	\$
0003AF	Communications Network Manager	0	\$	\$	\$	\$	\$
0003AG	Sr Appl/Comp Sys Test Manager	0	\$	\$	\$	\$	\$
0003AH	Sr Computer Systems Analyst	0	\$	\$	\$	\$	\$
0003AJ	Computer Systems Analyst	0	\$	\$	\$	\$	\$
0003AK	Jr Computer Systems Analyst	0	\$	\$	\$	\$	\$
0003AL	Sr Functional Analyst	0	\$	\$	\$	\$	\$
0003AM	Functional Analyst	0	\$	\$	\$	\$	\$
0003AN	Jr Functional Analyst	0	\$	\$	\$	\$	\$
0003AP	Cost Analyst	0	\$	\$	\$	\$	\$
0003AQ	Sr Training Needs Analyst	0	\$	\$	\$	\$	\$
0003AR	Training Needs Analyst	0	\$	\$	\$	\$	\$
0003AS	Quality Assurance Analyst	0	\$	\$	\$	\$	\$
0003AT	Sr Systems Engineer	0	\$	\$	\$	\$	\$
0003AU	Systems Engineer	0	\$	\$	\$	\$	\$
0003AV	Jr Systems Engineer	0	\$	\$	\$	\$	\$
0003AW	Sr Software Engineer	0	\$	\$	\$	\$	\$
0003AX	Software Engineer	0	\$	\$	\$	\$	\$
0003AY	Jr Software Engineer	0	\$	\$	\$	\$	\$
0003AZ	Pr Information Engineer	0	\$	\$	\$	\$	\$
0003BA	Sr Information Engineer	0	\$	\$	\$	\$	\$

0003BB	Information Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BC	Pr Open Systems Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BD	Sr Open Systems Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BE	Open Systems Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BF	Sr Applications Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BG	Applications Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BH	Student System Engineer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BJ	Program Admin Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BK	Sr Project Control Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BL	Sr Bus Plan & Mgmt Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BM	Sr Perform Measurement Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BN	Sr Organ'l Development Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BP	Pr Bus Process Reegin Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BQ	Sr Bus Process Reegin Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BR	Sr Data Base Management Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BS	Data Base Management Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BT	Sr Comp Systems Security Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BU	Comp Systems Security Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BV	Sr Data Standard Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BW	Data Standard Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BX	Sr Training Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BY	Training Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003BZ	Acquisition Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CA	Contract Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CB	Marketing Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CC	Hardware Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CD	Graphics Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CE	Documentation Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CF	Communications Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CG	Communications Hardware Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CH	Communications Software Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CJ	Communications Network Spec	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CK	Multi Media Specialist	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CL	Audio Visual Expert	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CM	Applications Programmer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CN	System Programmer	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CP	System Administrator	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CQ	Systems Operator	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CR	Pr Systems Architect	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CS	Sr Systems Architect	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CT	Network Draftsman	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CU	Hardware Draftsman	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CV	Statistician	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CW	Sr Hardware Install Technician	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CX	Hardware Install Technician	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CY	Sr Network Install Technician	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003CZ	Network Installation Technician	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003DA	Technical Writer/Editor	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003DB	Data Entry Clerk	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0003DC	Clerical Assistant	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TABLE B-4 - Government Site (Firm-Fixed Price)

CLIN	LABOR CATEGORY	EST HOURS	BASE YEAR RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
-----							
0004	- GOVERNMENT SITE (Firm-Fixed Price						
0004AA	Program Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AB	Project Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AC	Operations Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AD	Data Base Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AE	Quality Assurance Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AF	Communications Network Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AG	Sr Appl/Comp Sys Test Manager	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AH	Sr Computer Systems Analyst	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AJ	Computer Systems Analyst	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0004AK	Jr Computer Systems Analyst	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

0004AL	Sr Functional Analyst	0	\$		\$		\$		\$	
0004AM	Functional Analyst	0	\$		\$		\$		\$	
0004AN	Jr Functional Analyst	0	\$		\$		\$		\$	
0004AP	Cost Analyst	0	\$		\$		\$		\$	
0004AQ	Sr Training Needs Analyst	0	\$		\$		\$		\$	
0004AR	Training Needs Analyst	0	\$		\$		\$		\$	
0004AS	Quality Assurance Analyst	0	\$		\$		\$		\$	
0004AT	Sr Systems Engineer	0	\$		\$		\$		\$	
0004AU	Systems Engineer	0	\$		\$		\$		\$	
0004AV	Jr Systems Engineer	0	\$		\$		\$		\$	
0004AW	Sr Software Engineer	0	\$		\$		\$		\$	
0004AX	Software Engineer	0	\$		\$		\$		\$	
0004AY	Jr Software Engineer	0	\$		\$		\$		\$	
0004AZ	Pr Information Engineer	0	\$		\$		\$		\$	
0004BA	Sr Information Engineer	0	\$		\$		\$		\$	
0004BB	Information Engineer	0	\$		\$		\$		\$	
0004BC	Pr Open Systems Engineer	0	\$		\$		\$		\$	
0004BD	Sr Open Systems Engineer	0	\$		\$		\$		\$	
0004BE	Open Systems Engineer	0	\$		\$		\$		\$	
0004BF	Sr Applications Engineer	0	\$		\$		\$		\$	
0004BG	Applications Engineer	0	\$		\$		\$		\$	
0004BH	Student System Engineer	0	\$		\$		\$		\$	
0004BJ	Program Admin Specialist	0	\$		\$		\$		\$	
0004BK	Sr Project Control Specialist	0	\$		\$		\$		\$	
0004BL	Sr Bus Plan & Mgmt Specialist	0	\$		\$		\$		\$	
0004BM	Sr Perform Measurement Spec	0	\$		\$		\$		\$	
0004BN	Sr Organ'l Development Spec	0	\$		\$		\$		\$	
0004BP	Pr Bus Process Reegin Spec	0	\$		\$		\$		\$	
0004BQ	Sr Bus Process Reegin Spec	0	\$		\$		\$		\$	
0004BR	Sr Data Base Management Spec	0	\$		\$		\$		\$	
0004BS	Data Base Management Specialist	0	\$		\$		\$		\$	
0004BT	Sr Comp Sys Security Specialist	0	\$		\$		\$		\$	
0004BU	Comp Sys Security Specialist	0	\$		\$		\$		\$	
0004BV	Sr Data Standard Specialist	0	\$		\$		\$		\$	
0004BW	Data Standard Specialist	0	\$		\$		\$		\$	
0004BX	Sr Training Specialist	0	\$		\$		\$		\$	
0004BY	Training Specialist	0	\$		\$		\$		\$	
0004BZ	Acquisition Specialist	0	\$		\$		\$		\$	
0004CA	Contract Specialist	0	\$		\$		\$		\$	
0004CB	Marketing Specialist	0	\$		\$		\$		\$	
0004CC	Hardware Specialist	0	\$		\$		\$		\$	
0004CD	Graphics Specialist	0	\$		\$		\$		\$	
0004CE	Documentation Specialist	0	\$		\$		\$		\$	
0004CF	Communications Specialist	0	\$		\$		\$		\$	
0004CG	Communications Hardware Spec	0	\$		\$		\$		\$	
0004CH	Communications Software Spec	0	\$		\$		\$		\$	
0004CJ	Communications Network Spec	0	\$		\$		\$		\$	
0004CK	Multi Media Specialist	0	\$		\$		\$		\$	
0004CL	Audio Visual Expert	0	\$		\$		\$		\$	
0004CM	Applications Programmer	0	\$		\$		\$		\$	
0004CN	System Programmer	0	\$		\$		\$		\$	
0004CP	System Administrator	0	\$		\$		\$		\$	
0004CQ	Systems Operator	0	\$		\$		\$		\$	
0004CR	Pr Systems Architect	0	\$		\$		\$		\$	
0004CS	Sr Systems Architect	0	\$		\$		\$		\$	
0004CT	Network Draftsman	0	\$		\$		\$		\$	
0004CU	Hardware Draftsman	0	\$		\$		\$		\$	
0004CV	Statistician	0	\$		\$		\$		\$	
0004CW	Sr Hardware Install Technician	0	\$		\$		\$		\$	
0004CX	Hardware Install Technician	0	\$		\$		\$		\$	
0004CY	Sr Network Install Technician	0	\$		\$		\$		\$	
0004CZ	Network Installation Technician	0	\$		\$		\$		\$	
0004DA	Technical Writer/Editor	0	\$		\$		\$		\$	
0004DB	Data Entry Clerk	0	\$		\$		\$		\$	
0004DC	Clerical Assistant	0	\$		\$		\$		\$	

TABLE B-5 - Other Direct Costs

CLIN	DESCRIPTION	QTY	BASE YEAR COST	OPTION YEAR 1 COST	OPTION YEAR 2 COST	OPTION YEAR 3 COST	OPTION YEAR 4 COST
0005	- OTHER DIRECT COSTS	Est-	12,901,813	13,417,804	13,954,602	7,256,365	3,773,236
0005AA	Material	TBD	TBD	TBD	TBD	TBD	TBD
0005AB	Travel	YBD	TBD	TBD	TBD	TBD	TBD
0005AC	Miscellaneous Costs	TBD	TBD	TBD	TBD	TBD	TBD

TABLE B-6 - OTHER RATES

G & A - MATERIAL/MATERIAL HANDLING RATE	RATE
Base Year	_____ %
Option Year 1	_____ %
Option Year 2	_____ %
Option Year 3	_____ %
Option Year 4	_____ %

TABLE B-7 - OPTION YEAR RATES

Insert escalation rate for Labor for each option year below:

LABOR - Escalation Rate for Option Years	RATE
Option Year 1	_____ %
Option Year 2	_____ %
Option Year 3	_____ %
Option Year 4	_____ %

If the Indirect Rates (O/H, Fringe, G & A Rates) for the option years change, insert appropriate rate below:

OVERHEAD (O/H) - OPTION YEAR RATES	CONTR SITE RATE	GOV'T SITE RATE
Option Year 1	_____ %	_____ %
Option Year 2	_____ %	_____ %
Option Year 3	_____ %	_____ %
Option Year 4	_____ %	_____ %

FRINGE - OPTION YEAR RATES	RATE
Option Year 1	_____ %
Option Year 2	_____ %
Option Year 3	_____ %
Option Year 4	_____ %

G & A - OPTION YEAR RATES	RATE
Option Year 1	_____ %
Option Year 2	_____ %
Option Year 3	_____ %



Option Year 4

\_\_\_\_\_ %

TABLE B-8 - BREAKDOWN OF BURDENED LABOR RATES

PLEASE INCLUDE THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE DCAA OFFICE  
SERVICING YOUR COMPANY BELOW:

DEFENSE CONTRACT AUDIT AGENCY

BRANCH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

TABLE B-8a - BREAKDOWN OF BURDENED LABOR RATES

		(* INSERT APPROPRIATE RATE)					Burdened Rate
CLIN	LABOR CATEGORY	BASE LABOR RATE	Contractor Site O/H ( * %)	Fringe Rate ( * %)	G & A Rate ( * %)	Profit ( * %)	
0001	- CONTRAC TOR SITE (Time & Material)						0001AA
	Program Manager						
0001AB	Project Manager						
0001AC	Operations Manager						
0001AD	Data Base Manager						
0001AE	Quality Assurance Manager						
0001AF	Comm Network Manager						
0001AG	Sr Appl/Comp Sys Test Mgr						
0001AH	Sr Computer Sys Analyst						
0001AJ	Computer Systems Analyst						
0001AK	Jr Computer Sys Analyst						
0001AL	Sr Functional Analyst						
0001AM	Functional Analyst						
0001AN	Jr Functional Analyst						
0001AP	Cost Analyst						
0001AQ	Sr Training Needs Analyst						
0001AR	Training Needs Analyst						
0001AS	Quality Assurance Analyst						
0001AT	Sr Systems Engineer						
0001AU	Systems Engineer						
0001AV	Jr Systems Engineer						
0001AW	Sr Software Engineer						
0001AX	Software Engineer						
0001AY	Jr Software Engineer						
0001AZ	Pr Information Engineer						
0001BA	Sr Information Engineer						
0001BB	Information Engineer						
0001BC	Pr Open Systems Engineer						
0001BD	Sr Open Systems Engineer						
0001BE	Open Systems Engineer						
0001BF	Sr Applications Engineer						
0001BG	Applications Engineer						
0001BH	Student System Engineer						
0001BJ	Program Admin Specialist						
0001BK	Sr Project Control Spec						
0001BL	Sr Bus Plan & Mgmt Spec						
0001BM	Sr Perform Measurement Spec						
0001BN	Sr Organ'l Development Spec						
0001BP	Pr Bus Process Reegin Spec						
0001BQ	Sr Bus Process Reegin Spec						

0001BR Sr Data Base Mgmt Spec  
 0001BS Data Base Mgmt Specialist  
 0001BT Sr Comp Sys Security Spec  
 0001BU Comp Sys Security Spec  
 0001BV Sr Data Standard Spec  
 0001BW Data Standard Spec  
 0001BX Sr Training Specialist  
 0001BY Training Specialist  
 0001BZ Acquisition Specialist  
 0001CA Contract Specialist  
 0001CB Marketing Specialist  
 0001CC Hardware Specialist  
 0001CD Graphics Specialist  
 0001CE Documentation Specialist  
 0001CF Communications Specialist  
 0001CG Comm Hardware Specialist  
 0001CH Comm Software Specialist  
 0001CJ Comm Network Specialist  
 0001CK Multi Media Specialist  
 0001CL Audio Visual Expert  
 0001CM Applications Programmer  
 0001CN System Programmer  
 0001CP System Administrator  
 0001CQ Systems Operator  
 0001CR Pr Systems Architect  
 0001CS Sr Systems Architect  
 0001CT Network Draftsman  
 0001CU Hardware Draftsman  
 0001CV Statistician  
 0001CW Sr Hardware Install Tech  
 0001BX Hardware Install Tech  
 0001CY Sr Network Install Tech  
 0001CZ Network Install Tech  
 0001DA Technical Writer/Editor  
 0001DB Data Entry Clerk  
 0001DC Clerical Assistant

TABLE B-8b - BREAKDOWN OF BURDENED LABOR RATES (CONTINUED)

		(* INSERT APPROPRIATE RATE)					
CLIN	LABOR CATEGORY	BASE LABOR RATE	Contractor Site O/H ( * %)	Fringe Rate ( * %)	G & A Rate ( * %)	Profit ( * %)	Burdened Rate
-----							
0002	- GOVERNMENT SITE (Time & Material)						
0002AA	Program Manager						
0002AB	Project Manager						
0002AC	Operations Manager						
0002AD	Data Base Manager						
0002AE	Quality Assurance Manager						
0002AF	Comm Network Manager						
0002AG	Sr Appl/Comp Sys Test Mgr						
0002AH	Sr Computer Sys Analyst						
0002AJ	Computer Systems Analyst						
0002AK	Jr Computer Sys Analyst						
0002AL	Sr Functional Analyst						
0002AM	Functional Analyst						
0002AN	Jr Functional Analyst						
0002AP	Cost Analyst						
0002AQ	Sr Training Needs Analyst						
0002AR	Training Needs Analyst						
0002AS	Quality Assurance Analyst						



0003 - CONTRACTOR SITE (Firm-Fixed Price)

0003AA Program Manager  
0003AB Project Manager  
0003AC Operations Manager  
0003AD Data Base Manager  
0003AE Quality Assurance Manager  
0003AF Comm Network Manager  
0003AG Sr Appl/Comp Sys Test Mgr  
0003AH Sr Computer Sys Analyst  
0003AJ Computer Systems Analyst  
0003AK Jr Computer Sys Analyst  
0003AL Sr Functional Analyst  
0003AM Functional Analyst  
0003AN Jr Functional Analyst  
0003AP Cost Analyst  
0003AQ Sr Training Needs Analyst  
0003AR Training Needs Analyst  
0003AS Quality Assurance Analyst  
0003AT Sr Systems Engineer  
0003AU Systems Engineer  
0003AV Jr Systems Engineer

0003AW Sr Software Engineer  
0003AX Software Engineer  
0003AY Jr Software Engineer  
0003AZ Pr Information Engineer  
0003BA Sr Information Engineer  
0003BB Information Engineer  
0003BC Pr Open Systems Engineer  
0003BD Sr Open Systems Engineer  
0003BE Open Systems Engineer  
0003BF Sr Applications Engineer  
0003BG Applications Engineer  
0003BH Student System Engineer  
0003BJ Program Admin Specialist  
0003BK Sr Project Control Spec  
0003BL Sr Bus Plan & Mgmt Spec  
0003BM Sr Perform Measurement Spec  
0003BN Sr Organ'l Development Spec  
0003BP Pr Bus Process Reegin Spec  
0003BQ Sr Bus Process Reegin Spec  
0003BR Sr Data Base Mgmt Spec  
0003BS Data Base Management Spec  
0003BT Sr Comp Sys Security Spec  
0003BU Comp Sys Security Spec  
0003BV Sr Data Standard Spec  
0003BW Data Standard Specialist  
0003BX Sr Training Specialist  
0003BY Training Specialist  
0003BZ Acquisition Specialist  
0003CA Contract Specialist  
0003CB Marketing Specialist  
0003CC Hardware Specialist  
0003CD Graphics Specialist  
0003CE Documentation Specialist  
0003CF Communications Specialist  
0003CG Comm Hardware Specialist  
0003CH Comm Software Specialist  
0003CJ Comm Network Specialist  
0003CK Multi Media Specialist  
0003CL Audio Visual Expert  
0003CM Applications Programmer  
0003CN System Programmer  
0003CP System Administrator  
0003CQ Systems Operator  
0003CR Pr Systems Architect  
0003CS Sr Systems Architect  
0003CT Network Draftsman  
0003CU Hardware Draftsman

0003CV Statistician  
0003CW Sr Hardware Install Tech  
0003BX Hardware Installation Tech  
0003CY Sr Network Install Tech  
0003CZ Network Installation Tech  
0003DA Technical Writer/Editor  
0003DB Data Entry Clerk  
0003DC Clerical Assistant

TABLE B-8d - BREAKDOWN OF BURDENED LABOR RATES (CONTINUED)

CLIN	LABOR CATEGORY	(* INSERT APPROPRIATE RATE)					Burdened Rate
		BASE LABOR RATE	Contractor Site O/H ( * %)	Fringe Rate ( * %)	G & A Rate ( * %)	Profit ( * %)	
0004	- GOVERNMENT SITE (Firm-Fixed Price)						
0004AA	Program Manager						
0004AB	Project Manager						
0004AC	Operations Manager						
0004AD	Data Base Manager						
0004AE	Quality Assurance Manager						
0004AF	Comm Network Manager						
0004AG	Sr Appl/Comp Sys Test Mgr						
0004AH	Sr Computer Sys Analyst						
0004AJ	Computer Systems Analyst						
0004AK	Jr Computer Sys Analyst						
0004AL	Sr Functional Analyst						
0004AM	Functional Analyst						
0004AN	Jr Functional Analyst						
0004AP	Cost Analyst						
0004AQ	Sr Training Needs Analyst						
0004AR	Training Needs Analyst						
0004AS	Quality Assurance Analyst						
0004AT	Sr Systems Engineer						
0004AU	Systems Engineer						
0004AV	Jr Systems Engineer						
0004AW	Sr Software Engineer						
0004AX	Software Engineer						
0004AY	Jr Software Engineer						
0004AZ	Pr Information Engineer						
0004BA	Sr Information Engineer						
0004BB	Information Engineer						
0004BC	Pr Open Systems Engineer						
0004BD	Sr Open Systems Engineer						
0004BE	Open Systems Engineer						
0004BF	Sr Applications Engineer						
0004BG	Applications Engineer						
0004BH	Student System Engineer						
0004BJ	Program Admin Specialist						
0004BK	Sr Project Control Spec						
0004BL	Sr Bus Plan & Mgmt Spec						
0004BM	Sr Perform Measurement Spec						
0004BN	Sr Organ'l Development Spec						
0004BP	Pr Bus Process Reegin Spec						
0004BQ	Sr Bus Process Reegin Spec						
0004BR	Sr Data Base Mgmt Spec						
0004BS	Data Base Management Spec						
0004BT	Sr Comp Sys Security Spec						
0004BU	Comp Sys Security Spec						
0004BV	Sr Data Standard Spec						
0004BW	Data Standard Spec						
0004BX	Sr Training Specialist						
0004BY	Training Specialist						
0004BZ	Acquisition Specialist						
0004CA	Contract Specialist						

0004CB	Marketing Specialist
0004CC	Hardware Specialist
0004CD	Graphics Specialist
0004CE	Documentation Specialist
0004CF	Communications Specialist
0004CG	Comm Hardware Specialist
0004CH	Comm Software Specialist
0004CJ	Comm Network Specialist
0004CK	Multi Media Specialist
0004CL	Audio Visual Expert
0004CM	Applications Programmer
0004CN	System Programmer
0004CP	System Administrator
0004CQ	Systems Operator
0004CR	Pr Systems Architect
0004CS	Sr Systems Architect
0004CT	Network Draftsman
0004CU	Hardware Draftsman
0004CV	Statistician
0004CW	Sr Hardware Install Tech
0004BX	Hardware Install Tech
0004CY	Sr Network Install Tech
0004CZ	Network Installation Tech
0004DA	Technical Writer/Editor
0004DB	Data Entry Clerk
0004DC	Clerical Assistant

## **SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT**

**[For this Solicitation, there are NO clauses in this Section. The Statement of Objectives is Attachment A, to Section J.]**

## **SECTION D - PACKAGING AND MARKING**

## **D.1 PACKAGING AND MARKING**

(a) Packaging and marking of all deliverables shall be in accordance with the best commercial practice necessary to ensure safe and timely delivery at destination, in accordance with applicable security requirements.

(b) All data and correspondence submitted to the Contracting Officer and the Contracting Officer's Representative shall reference:

(1) the contract number

(2) the Delivery Order number

(3) the names of the Contracting Officer and Contracting Officer's Representative

(c) The Contracting Officer and/or the Contract Specialist shall receive a copy of all correspondence to Contracting Officer's Representative

(d) Any additional packaging and marking requirements will be outlined in each individual Delivery Order as applicable.



## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This Solicitation incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

FAR NUMBER	TITLE	DATE
52.246-2	INSPECTION OF SUPPLIES--FIXED-PRICE	JUL 1985
52.246-4	INSPECTION OF SERVICES--FIXED-PRICE	FEB 1992
52.246-6	INSPECTION--TIME-AND-MATERIAL AND LABOR-HOUR	JAN 1986
52.246-16	RESPONSIBILITY FOR SUPPLIES	APR 1984

### E.2 52.246-9A03 INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Services rendered under this contract will be accepted and approved by the Contracting Officer or his designated Representative(s). Such approval will indicate acceptability to the Government of performance in accordance with the Statement of Objectives, and the terms and conditions of this contract and will be subject to applicable warranties. The Government reserves the right to perform any inspections and tests as deemed necessary to assure that the Contractor's services conform to prescribed requirements.



## SECTION F - DELIVERIES OR PERFORMANCE

### F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This Solicitation incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

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FAR NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER	AUG 1989



SECTION G - CONTRACT ADMINISTRATION DATA

G.1 52.232-9A01 ADDRESS TO WHICH PAYMENT SHALL BE  
MAILED (OCT 1992)

The offeror shall indicate in the space provided below the address to which payment shall be mailed if such address is different from that shown for the offeror's (see block 17, Standard Form 33).

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G.2 52.242-9A00 CONTRACT MANAGEMENT (JUN 1995)

Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The following individuals will be the Government points of contact during performance of the contract:

Defense Logistics Agency Administrative Support Center  
Office of Contracting (DASC-C)  
ATTN: Contract Specialist: Ames Owens  
ATTN: Contracting Officer: Kevin Conneen  
8725 John J. Kingman Road, Suite 0119  
Ft. Belvoir, VA 22060-6220

Telephone Numbers: Commercial (703) 767-1180  
Autovon 427-1180  
FAX (703) 767-1183/1315  
427-1183/1315

G.3 52.242-9A01 CONTRACTING OFFICER'S AUTHORITY (OCT 1992)

The Contracting Officer is the only person authorized to approve changes to any of the requirements under this contract, and notwithstanding any provision contained elsewhere in this contract the said authority remains solely with

the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address of the Contracting Officer is as stated in Clause 52.242-9A00, Contract Management.

G.4 52.290-9A00 CONTRACTING OFFICER'S REPRESENTATIVE (OCT 1992)

The Contracting Officer's Representative (COR) is an individual designated in writing by a Contracting Officer (KO) to act as the Contracting Officer's authorized representative for oversight of the Contractor's performance within the scope and limitations established within the contract or by the Contracting Officer.

The types of actions within the purview of the COR's authority are: to assure that the Contractor performs the technical requirements of the contract; to perform or cause to be performed, inspections necessary in connection with performance of the contract; to maintain both written and oral communications with the Contractor concerning the aspects of the contract within his purview; to monitor the Contractor's performance under the contract and notify the Contractor and Contracting Officer of any potential or actual performance problems observed; to assure that any changes or additional work to the contract are formally effected by the Contracting Officer in a written modification before the contractor proceeds with the changes; to report any instances of suspected conflict of interest, fraud, waste, and abuse to the Contracting Officer; and to coordinate Government furnished property availability and provide for site entry of Contractor personnel if required.

A letter of designation will be issued to the COR, with a copy supplied to the Contractor, stating the responsibilities and limitations of the COR. This letter will clarify to all parties of this contract the responsibilities which would result in a modification to the scope of work; changes in cost or price totals or estimates; changes in delivery dates; changes in any other mutually agreed upon term or provision of the contract.

G.5 52.290-9A01 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (OCT 1992)

The Contracting Officer's Technical Representative (COTR) is an individual designated in writing by the Contracting Officer to act as the Contracting Officer's authorized representative for technical aspects of the contract (normally set out in Section C of the contract). The COTR will report to and assist the COR in technical matters to oversee the contractor's performance as established within the scope of the contract or by the Contracting Officer.

The types of action within the purview of the COTR's authority are: to assist the COR in monitoring contractual requirements and performance; to act as technical advisor to the COR; to assist the COR with inspections or evaluations required by the contract; to inform the COR of any disagreements with the contractor regarding technical interpretation of the contract; and to report any suspected instances of interest, fraud, waste or abuse to the Contracting Officer.

A letter of designation will be issued to the COTR, with a copy supplied to the Contractor, stating the responsibilities and limitations of the COTR. This letter will clarify to all parties of this contract the responsibilities which would result in a modification to the scope of work; changes in cost or price totals or estimates; changes in delivery dates; changes in any other mutually agreed upon term or provision of the contract.

#### G.6 DELIVERY ORDER PROCEDURES

(a) One or more Delivery Orders (DOs) may be issued during the performance period of this contract. In accordance with the Federal Acquisition Streamlining Act (FASA) and FAR 16.505(b), the Contracting Officer will give each awardee a fair opportunity to be considered for each order in excess of \$2,500 unless one of the conditions in paragraph (b)(2) below apply. Procedures and selection factors to be considered for each DO which provide fair opportunity are set forth in (b)(1) below.

(b) Procedures providing a fair opportunity for consideration on each requirement.

(1) The government intends to provide all multiple awardees a fair opportunity for consideration. This fair opportunity will be provided through the Government's examination of existing information already in the Government's possession, such as awardee's original proposal (labor rates) and current past performance information (including the Contractor's original proposal data if it is the most current data in the Government's possession) and other factors that the contracting officer, in the exercise of sound business judgement, believes are relevant to the placement of orders. As work proceeds under this contract, it is probable that the past performance report records submitted with the original proposal will be disregarded for current performance reports received on delivery orders performed under this current contract. The Government's examination of existing information will be conducted in light of the functional and/or technical areas of the requirement and used to determine which awardee(s) will be requested to submit a proposal for the requirement. Although the Government is not required to do so, it is possible that this examination will result in the Government contacting all of the awardees for submission of a proposal.

(2) Exceptions to fair opportunity consideration. Awardees will not be given a fair opportunity to be considered for requirements as discussed in

(b)(1) above for requirements expected to exceed \$2,500 when the Contracting Officer determines one of the following conditions apply:

(i) the Agency need for such services is of such urgency that providing such opportunity would result in unacceptable delays;

(ii) only one such awardee is capable of providing such services required at the level of quality required because the services ordered are unique or highly specialized.

(iii) the order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a task order already issued under this contracts;

(iv) it is necessary to place an order to satisfy a minimum guarantee.

#### (c) Selection Criteria for awarding task orders

Once the government determines which awardee(s) will be asked to submit a proposal for the requirement and proposals are received, the Government will evaluate the proposals against selection criteria. The government's award decision will be based, as a minimum, on a selection criteria which addresses past performance, technical/management approach, progress towards subcontracting goals, and price/cost. Evaluation of past performance will be based on each awardee's original past performance data as supplemented by the government and contractor during the life of the contract. As work proceeds under this contract, it is probable that the past performance data submitted with the original contract proposal will be disregarded for current performance reports received on delivery orders performed under this contract. In addition, individual task order selection criteria may include other factor(s) relevant to the particular task order. The order of importance for the factors will be identified on each individual requirement.

#### (d) Proposal Submission Process

(1) The Contracting Officer will issue a Delivery Order proposal request to those awardees selected for DO proposal submission. The DO proposal request will include a due date for proposal submission and a Statement of Work (SOW) which includes a detailed description of work to be accomplished, a listing of the deliverables required, and additional data as appropriate. The DO proposal request will also include specific instructions for the submission of proposals, selection criteria, the factors order of importance, and other information deemed appropriate.

(2) Awardee(s) will generally be allowed between 5 and 10 calendar days to prepare and submit proposals. However, more or less time may be necessary based on the requirement. The due date shall be set forth in each



DO proposal request. If an awardee is unable to or does not desire to perform a requirement, the awardee may NO BID the request. All NO BIDS shall include a brief statement as to why the awardee is unable to perform. However, the government reserves the right to require an awardee to submit an offer for a particular requirement.

(3) Technical Proposals. The DO proposal request will state whether an oral proposal is required in addition to or instead of the written technical proposals. Both oral and written technical proposals shall address, as a minimum:

- Technical Approach - Key Personnel - Quantities/ hours of personnel by labor categories - Other Direct Costs - Risks - Period of Performance - GFP/GFE/GFI - Security (including clearance level) - Teaming Arrangement to include subcontracting

The technical proposal information will be streamlined. The Government anticipates proposals consisting of 3-5 pages stating compliance or exception to DO requirement, risks, assumptions, and conflict of interest issues. Proposals shall not merely restate the DO SOW requirements.

(4) Cost Proposals. A written cost proposal will always be required. This area of the proposal shall include detailed cost/price amounts of all resources required to accomplish the task. As a minimum, the following data will be provided:

(i) Identify labor categories in accordance with the applicable Section B Labor Rate Tables and the number of hours required for performance of the task. The offeror must provide complete cost proposals which include the identification and rationale (price reasonableness documentation) for all non-labor, and ODC cost elements and identify any Government Furnished Property and/or Government Furnished Information required for performance.

(ii) Other relevant Information. This information shall always be in writing and shall address other relevant information as required by the contract or requested by the DO proposal request.

(5) The proposals will be evaluated in accordance with the selection criteria set forth in the DO proposal request. If necessary, during the evaluation of proposals the Government may contact an awardee with questions concerning their proposal. However, such contact does not constitute discussions as defined in FAR 15.601. Upon completion of evaluations, the CO will issue a DO to the awardee whose proposal is most advantageous to the government.

(e) The proposal process for exceptions outlined in paragraph 2(b) above shall be the same except that no selection criteria will be provided.

(f) The contractor is not authorized to commence delivery order performance prior to issuance of a signed DO or verbal approval provided by the CO to begin work.

(g) No unfunded and/or optional tasks are allowed.

(h) Contractor shall provide written notification to the CO and the COR prior to making changes in labor mixes on Time and Material DO s already issued if the change is over 15 percent of the hours in any labor category over what was proposed or if any new labor category is added to the DO for CO approval. The Contractor shall submit a revised cost proposal to show original amount/award, proposed revised amount and difference.

(i) The DO s will be issued by mail or facsimile on a DD Form 1155 , Order for Supplies and Services.

(j) In accordance with FAR 16.505(a)(7), no protest under FAR Subpart 33.1 is authorized in connection with the CO decisions regarding fair opportunity or the issuance of a DO under this contract, except for a protest on the grounds that a DO increases the scope, period, or maximum value of the contract. Mr. E. Phillip Silas has been designated as the DASC-C ombudsman. The DASC-C Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the DASC-C Ombudsman must be forwarded to:

DLA Administrative Support Center ATTN: Mr. E. Phillip Silas, DASC-C R  
8725 John J. Kingman Rd, Suite 0119 Ft. Belvoir, VA 22060-6220

#### G.7 TRAVEL AND ODC'S

(a) Travel by air will be reimbursed at actual costs, not to exceed coach fare. Travel subsistence reimbursement will be authorized under the rates and conditions of the Federal Travel Regulations. Per diem will be reimbursed at actuals, not to exceed the per diem rates set forth in Federal Property Management Regulations (FPMR) 41 CFR Chapter 101, Chapter 7, GS A Bulletin FPMR A-40 Supp-(in effect at time of travel). Travel of more than 10 hours, but less than 24 hours, when no lodging is required, per diem shall be one-half of the Meals and Incidental Expenses (M&EI) rate applicable to the location of the temporary duty assignment. If more than one temporary duty point is involved, the allowance will be one-half of the M&EI rate prescribed for the location where the majority of the time is spent performing official business. The Per Diem allowance shall not be allowed when the period of official travel is 10 hours or less during the same calendar day. Travel by privately owned vehicle will be reimbursed at the current GS A approved mileage rate. If the Contractor incurs travel costs in excess of the amount allowed, it is at its own expense.

(b) Materials will be purchased by the prime contract or only. The prime contractor, in their Delivery Order proposal shall provide the contracting officer with all required documentation to support specific make and model or sole source procurements in addition to providing data evidencing price reasonableness (i.e. competitive quotes, published price lists). The dollar value of ODC's as it pertains to delivery orders issued against this contract is limited to not more than \$500,000 or 20% of the estimated cost of the delivery order, whichever is lower.

(c) DoD Energy Star & PCMIA Requirements -- Unless a waiver has been approved, the prime Contractor shall include a written statement that all hardware purchases meet the requirements of the DoD Energy Star requirements for microcomputers, including PCS, monitors and printers as well as the Personal Computer Memory Card International Association (PCMIA) card slots in personal computers (PCS) and workstations.

(d) Travel and ODC's will be reimbursed on a cost basis burdened with the contractor's Material Handling/Material G&A only.

#### G.8 PAYMENT

(a) Accounting and Appropriation Data for this contract shall be set forth on the first page of the Delivery Orders placed under this contract.

(b) Payment will be made by the Payment Office listed on the first page of the DD 1155; however, no payment shall be made until successful completion of the standard of performance outlined in the Delivery Order. This includes payments for equipment and associated training, installation, and documentation.

(c) Invoices will be completed and submitted in accordance with Clause 52.232-25, PROMPT PAYMENT. Attention is directed to this clause which outlines the special procedures for payment and computation of prompt payment discounts when a Performance Period is involved.

(d) Although payment will be made by the appropriate Payment Office, all invoices must first be submitted to the Contracting Officer's Representative (COR) who will be the certifying official.



## SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H.1 52.228-9A00 INSURANCE (OCT 1992)

In accordance with the clause "INSURANCE - WORK ON A GOVERNMENT INSTALLATION (SEP 1989) (FAR 52.228-05)" the Contractor shall acquire and maintain during the entire period of this contract insurance of at least the following kinds and minimum amounts set forth below:

Type of Insurance	Minimum Amount
a. Workmen's Compensation and all occupational disease	As Required by the State in which work is being performed.
b. Employer's Liability including all occupational disease when not so covered in Workmen's Compensation above.	\$100,000
c. General Liability (Comprehensive) Bodily Injury per occurrence	\$500,000
d. Automobile Liability (Comprehensive)	\$200,000
Bodily Injury per person	\$500,000
Bodily Injury per occurrence	\$20,000
Property Damage per accident	

### H.2 CONFLICT OF INTEREST

(a) It is understood and agreed that the Contractor, under the terms of this contract, or through the performance of the Statement of Work made a part of this contract, is neither obligated nor expected to deliver or provide material or perform work, which will place the Contractor in an Organizational Conflict of Interest, which could serve as a basis for excluding the Contractor from supplying products or services to the Defense Logistics Agency or other Government agencies. Further, during the course of this contract, the Contracting Officer will not knowingly unilaterally direct the Contractor

to perform work in contravention of the above understanding. It will be the Contractor's responsibility to identify any situation in which the potential for an Organizational Conflict of Interest exists. However, prior to the execution of any delivery order or amendment thereto, if the Contracting Officer discerns the potential for an Organizational Conflict of Interest insofar as the work to be performed thereunder is understood to involve the preparation of a complete specification of materials leading directly, predictable and without delay to a Statement of Work, which will be used in the competitive procurement of a system, the Contracting Officer shall notify the Contractor, and the parties shall mutually take action to resolve any potential organizational conflict of interest.

(b) This clause will be included in any subcontracts awarded under this contract. This clause does not relieve the contractor from following up with other contracting offices and their Contracting Officers regarding potential organizational conflicts involving those procurements.

### H.3 KEY PERSONNEL

(a) Key person and key personnel are those contractor personnel considered to be essential to the performance of the contract/delivery order. The Contractor shall notify the Contracting Officer and COR prior to making any changes in key personnel.

(b) Prior to replacing key person or key personnel, the Contractor shall demonstrate to the satisfaction of the COR and Contracting Officer that the qualifications of prospective replacement personnel are equal to or better than the qualifications of any personnel being replaced. For example, although the Personnel Qualifications listed in Section J specifies qualifications for personnel, if the Contractor proposed qualifications greater than those qualifications listed by the Government, then the Contractor's replacement personnel shall meet the Contractor's personnel qualifications.

(c) Contractor's shall submit resumes for all key personnel proposed for each delivery order. Key person and personnel are:

#### LABOR CATEGORY TITLE

Program Manager  
Quality Assurance Manager  
Senior Project Control Specialist  
Principal Information Engineer  
Senior Information Engineer  
Principal Open Systems Engineer  
Program Administration Specialist  
Project Manager  
Senior Database Management Specialist

## Principal Business Process Re-Engineering Specialist

(d) Resumes will not be required for all other labor categories specified in Section B and described in Section J, but the Contractor shall certify via their delivery order technical proposal that the proposed personnel meet the personnel qualifications as specified in Section J.

### H.4 COMMERCIAL COMPUTER SOFTWARE AND COMMERCIAL COMPUTER SOFTWARE DOCUMENTATION

Reference DFARS 227.7202, Contractors shall acquire commercial computer software and commercial computer software documentation rights consistent with the particular requirements of the Government as described in each delivery order.

### H.5 WORK ON A GOVERNMENT INSTALLATION

In performing work under this contract on a Government installation or in a Government building, the Contractor shall: fully comply with local military installation, city, state and federal laws, regulations and/or ordinances pertinent to performance of the contractual services required under this contract. Specifically, the contractor shall:

(a) Conform to the specific safety requirements established by this contract.

(b) The contractor and his/her employees shall observe all rules and regulations issued by the installation Commanding Officer pertaining to fire, safety, sanitation, severe weather, admission to the installation, conduct not directly addressed in this contract;

(c) Take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel connected in any way with performance under this contract.

(d) Take such additional immediate precautions as the Contracting Officer, COR or TM may reasonably require for safety and accident prevention purposes.

(e) Conform with all security requirements as specified in the DD Form 254. (See Section J) and security requirements as specified in the Delivery Order Statement of Work.

### H.6 SUBCONTRACTS APPROVAL (IAW FAR 52.244-1, 52-244-2, AND 52.244-3

(a) The Contractor shall obtain written Contracting Officer consent prior to subcontracting any portion of this contracting contract which is not in the Contractor's approved subcontracting plan. The Contractor's subcontracting plan dated \_\_\_\_\_[to be completed at the time of award] in support of this contract, is hereby approved and incorporated herein by reference. The contractor is granted consent to enter into subcontracting agreements with those companies identified in the subcontracting plan. Prime contractors are limited to first-tier subcontractors only; no second-, third-, etc. tier subcontractors are allowed. Additionally, prime Contractors shall procure materials; first-tier subcontractors shall not procure any materials. Purchased labor such as temporary professional/technical services contractors or individual, independent contractors may be used by first tier subcontractors. All Labor will be reimbursed via the time-and -material and firm fixed price composite rates.

(b) In accordance with FAR clauses 52.244-1, 52.244-2, and 52.244-3, the Government is required to provide approval/consent for new subcontractors. On rare occasions, new subcontractors may only be approved for addition to the contract in cases where it is clearly evident to the Contracting Officer that the proposed new subcontractor has a capability that is both required to perform work described in the DSETS contract SOW and is not a capability of any of the Contractor's existing team of first-tier subcontractors. This approval may affect the Delivery Order procedures for fair opportunity established in Section G. Any new subcontractor (all Labor) approved for addition to the contract shall be reimbursed via the composite time-and -material and firm-fixed-price rates specified in Section B.

(c) All materials required for performance of this contract, which are not Government- furnished, shall be furnished by the contractor. The contractor shall utilize the Government supply sources when available. When requisitioning procedures reveal that required material is not available from the Government supply sources, the contractor shall identify it in its DO proposal.

(d) Ownership of supplies acquired or otherwise provided by the contractor and paid for by direct government funds shall vest with the Government.





PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This Solicitation incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

FAR NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	OCT 1995
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	OCT 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	SEP 1990
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JAN 1990
52.204-2	SECURITY REQUIREMENTS	APR 1984
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	MAY 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	OCT 1995
52.215-33	ORDER OF PRECEDENCE	JAN 1986
52.219-8	UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS CONCERNS	OCT 1995
52.219-9B	SMALL, SMALL DISADVANTAGED, AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN ALT II (MAR 1996)	OCT 1995
52.219-16	LIQUIDATED DAMAGES - SUBCONTRACTING	OCT 1995
52.222-3	CONVICT LABOR	APR 1984
52.222-26	EQUAL OPPORTUNITY	APR 1984
52.222-28	EQUAL OPPORTUNITY PREAWARD CLEARANCE OF SUBCONTRACTS	APR 1984
52.222-35	AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS	APR 1984
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS	APR 1984
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	JAN 1988
52.223-2	CLEAN AIR AND WATER	APR 1984
52.223-6	DRUG-FREE WORKPLACE	JUL 1990

52.223-14	TOXIC CHEMICAL RELEASE REPORTING	OCT 1995
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-11	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	MAY 1992
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995

FAR NUMBER	TITLE	DATE
52.227-2	NOTICE AND ASSISTANCE CONCERNING PATENT AND COPYRIGHT INFRINGEMENT	APR 1984
52.227-16	ADDITIONAL DATA REQUIREMENTS	JUN 1987
52.228-5	INSURANCE--WORK ON A GOVERNMENT INSTALLATION	SEP 1989
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	JAN 1991
52.229-5	TAXES--CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO	APR 1984
52.232-7	PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS	APR 1984
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	APR 1989
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-28	ELECTRONIC FUNDS TRANSFER PAYMENT METHOD	APR 1989
52.233-1	DISPUTES ALTERNATE I (DEC 1991)	OCT 1995
52.233-3	PROTEST AFTER AWARD	OCT 1995
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-13	BANKRUPTCY	JUL 1995
52.243-3	CHANGES--TIME-AND-MATERIALS OR LABOR-HOURS	AUG 1987
52.244-3	SUBCONTRACTS (TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS)	APR 1985
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	OCT 1995
52.245-2	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)	DEC 1989
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME AND MATERIALS, OR LABOR HOUR CONTRACTS)	JAN 1986
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	APR 1984
52.249-6	TERMINATION (COST-REIMBURSEMENT) ALTERNATE IV (APR 1984)	MAY 1986
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

DFARS NUMBER	TITLE	DATE
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252.203-7000	STATUTORY PROHIBITIONS ON COMPENSATION TO FORMER DEPARTMENT OF DEFENSE EMPLOYEES	NOV 1995
252.203-7001	SPECIAL PROHIBITION ON EMPLOYMENT	NOV 1995
252.203-7002	DISPLAY OF DOD HOTLINE POSTER	DEC 1991
252.204-7000	DISCLOSURE OF INFORMATION	DEC 1991
252.204-7001	COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING	DEC 1991
252.204-7003	CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT	APR 1992
252.205-7000	PROVISION OF INFORMATION TO COOPERATIVE AGREEMENT HOLDERS	DEC 1991
252.206-7000	DOMESTIC SOURCE RESTRICTION	DEC 1991
252.209-7004	REPORTING OF COMMERCIAL TRANSACTIONS WITH THE GOVERNMENT OF A TERRORIST COUNTRY	SEP 1994
DFARS NUMBER	TITLE	DATE
252.223-7004	DRUG-FREE WORK FORCE	SEP 1988
252.223-7006	PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS	APR 1993
252.225-7012	PREFERENCE FOR CERTAIN DOMESTIC COMMODITIES	NOV 1995
252.225-7022	RESTRICTION ON ACQUISITION OF POLYACRYLONITRILE (PAN) BASED ON CARBON FIBER	DEC 1991
252.225-7031	SECONDARY/ARAB BOYCOTT OF ISRAEL	JUN 1992
252.227-7014	RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION	JUN 1995
252.227-7016	RIGHTS IN BID OR PROPOSAL INFORMATION	JUN 1995
252.227-7019	VALIDATION OF ASSERTED RESTRICTIONS--COMPUTER SOFTWARE	JUN 1995
252.227-7025	LIMITATIONS ON THE USE OR DISCLOSURE OF GOVERNMENT-FURNISHED INFORMATION MARKED WITH RESTRICTIVE LEGENDS	JUN 1995
252.232-7006	REDUCTION OR SUSPENSION OF CONTRACT PAYMENTS UPON FINDING OF FRAUD	AUG 1992
252.239-7000	PROTECTION AGAINST COMPROMISING EMANATIONS	DEC 1991
252.242-7000	POSTAWARD CONFERENCE	DEC 1991
252.243-7001	PRICING OF CONTRACT MODIFICATIONS	DEC 1991
252.245-7001	REPORTS OF GOVERNMENT PROPERTY	MAY 1994
252.246-7001	WARRANTY OF DATA	DEC 1991
252.247-7023	TRANSPORTATION OF SUPPLIES BY SEA	NOV 1995
252.249-7001	NOTIFICATION OF SUBSTANTIAL IMPACT ON EMPLOYMENT	DEC 1991

I.2 52.203-9 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT  
INTEGRITY-MODIFICATION (SEPT 1995)

(a) Definitions. The definitions set forth in FAR 3.104-4 are hereby incorporated in this clause.

(b) The Contractor agrees that it will execute the certification set forth

in paragraph (c) of this clause when requested by the Contracting Officer in connection with the execution of any modification of this contract.

(c) Certification. As required in paragraph (b) of this clause, the officer or employee responsible for the modification proposal shall execute the following certification. The certification in paragraph (c)(2) of this clause is not required for a modification which procures commercial items.

CERTIFICATE OF PROCUREMENT INTEGRITY--MODIFICATION (NOV 1990)

- (1) I, \_\_\_\_\_ [Name of certifier] am the officer or employee responsible for the preparation of this modification proposal and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certification, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended \* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (contract and modification number).
  - (2) As required by subsection 27(e)(1)(B) of the Act, I further certify that to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of \_\_\_\_\_ [Name of Offeror] who has participated personally and substantially in the preparation or submission of this proposal has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.
  - (3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity--Modification (Continuation Sheet), ENTER NONE IF NONE EXISTS)
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[Signature of the officer or employee responsible for  
the modification proposal and date]

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[Typed name of the officer or employee responsible for  
the modification proposal]

\* Subsections 27(a), (b), and (d) are effective on  
December 1, 1990. Subsection 27(f) is effective on  
June 1, 1991.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE  
JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE  
MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT  
CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION  
UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of certification)

(d) In making the certification in paragraph (2) of the certificate, the officer or employee of the competing Contractor responsible for the offer or bid, may rely upon a one-time certification from each individual required to submit a certification to the competing Contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the Contractor shall ensure that an individual who has so certified is notified that section 27 has been reinstated. These certifications shall be maintained by the Contractor for a period of 6 years from the date a certifying employee's employment with the company ends or, for an agency, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the contractor.

(e) The certification required by paragraph (c) of this clause is a material representation of fact upon which reliance will be placed in executing this modification.

OR INFORMATION OTHER THAN COST OR PRICING DATA -  
MODIFICATIONS (OCT 1995)

(a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.804-2(a)(1) on the date of the agreement on price or the date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable--

(i) Information relative to an exception granted for prior or repetitive acquisitions.

(ii) Catalog price information as follows:

(A) Attach a copy of or identify the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which this proposal is being made.

(B) Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, and reseller.

(C) Additionally, for each catalog item that exceeds \$500,000.00 (extended value not unit price), provide evidence of substantial sales to the general public. This may include sales order, contract, shipment, invoice, actual recorded sales or other records that are verifiable. In addition, if the basis of the price proposal is sales of essentially the same commercial item by affiliates, other manufacturers or vendors, those sales may be included. The offeror shall explain the basis of each offered price and its relationship to the established catalog price. When substantial general public sales have also been made at prices other than catalog or price list prices, the offeror shall indicate how the proposed price relates to the price of such recent sales in quantities similar to the proposed quantities.

(iii) Market price information. Include the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. The nature of the market should be described. The supply or service being purchased should be the same as or similar to the market price supply or service. Data supporting substantial sales to the general public is also required.

(iv) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling

document, unless it was previously submitted to the contracting office.

(v) Information on modifications of contracts or subcontracts for commercial items.

(A) If (1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition, catalog or market prices of commercial items, or prices set by law or regulation; and (2) the modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item.

(B) For a commercial item exception, the Contractor may provide information on prices at which the same item or similar items have been sold in the commercial market.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. Access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(3) By submitting information to qualify for an exception, an offeror is not representing that this is the only exception that may apply.

(b) Requirements for cost or pricing data. If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data on Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required), with supporting attachments prepared in accordance with Table 15-2 of FAR 15.804-6(b)(2).

(2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.804-4.

#### I.4 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or



activities designated in the Schedule. Such orders may be issued from date of award through end of contract period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

#### I.5 52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the designated date in the final delivery order.

#### I.6 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days prior to contract expiration provided, that the Government shall give the Contractor a preliminary written notice of its

intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

I.7 52.222-41 SERVICE CONTRACT ACT OF 1965, AS AMENDED  
(MAY 1989)

(a) Definitions. "Act," as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.).

"Contractor," as used in this clause or in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."

"Service employee," as used in this clause, means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as these terms are defined in Part 541 of Title 29, Code of Federal Regulations, as revised. It includes all such persons regardless of any contractual relationship that may be alleged to exist between a Contractor or subcontractor and such persons.

(b) Applicability. This contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29 CFR Part 4). This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, as interpreted in Subpart C of 29 CFR Part 4.

(c) Compensation. (1) Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.

(2)(i) If a wage determination is attached to this contract, the Contractor shall classify any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination) so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits

as are determined pursuant to the procedures in this paragraph (c).

(ii) This conforming procedure shall be initiated by the Contractor prior to the performance of contract work by the unlisted class of employee. The Contractor shall submit Standard Form (SF) 1444, Request for Authorization of Additional Classification and Rate, to the Contracting Officer no later than 30 days after the unlisted class of employee performs any contract work. The Contracting Officer shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives or the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the Contracting Officer within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the Contracting Officer who shall promptly notify the Contractor of the action taken. Each affected employee shall be furnished by the Contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a Contractor succeeds a contract under which the classification in question was previously conformed pursuant to paragraph (c) of this clause, a new conformed wage rate and fringe benefits may be assigned to the conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are

accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the Contractor shall advise the Contracting Officer of the action taken but the other procedures in subdivision (c)(2)(ii) of this clause need not be followed.

(C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section (6)(a)(1) of the Fair Labor Standards Act of 1938, as amended.

(v) The wage rate and fringe benefits finally determined under this subparagraph (c)(2) of this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

(vi) Upon discovery of failure to comply with subparagraph (c)(2) of this clause, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.

(3) Adjustment of Compensation. If the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees under this contract shall be subject to adjustment after 1 year and not less often than once every 2 years, under wage determinations issued by the Wage and Hour Division.

(d) Obligation to Furnish Fringe Benefits. The Contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined under subparagraph (c)(2) of this clause by furnishing equivalent combinations of bona fide fringe benefits, or by making equivalent or differential cash payments, only in accordance with Subpart D of 29 CFR Part 4.

(e) Minimum Wage. In the absence of a minimum wage attachment for this contract, neither the Contractor nor any subcontractor under this contract shall pay any person performing work under this contract (regardless of whether the person is a service employee) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this clause shall relieve the Contractor or any subcontractor of any other obligation under law or contract for payment of a higher wage to any employee.

(f) Successor Contracts. If this contract succeeds a contract subject to the Act under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage

rates and fringe benefits, neither the Contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreement, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No Contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR 4.1b(b) apply or unless the Secretary of Labor or the Secretary's authorized representative finds, after a hearing as provided in 29 CFR 4.10 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor Contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(g) Notification to Employees. The Contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

(h) Safe and Sanitary Working Conditions. The Contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the Contractor or subcontractor which are unsanitary, hazardous, or dangerous to the health or safety of the service employees. The Contractor or subcontractor shall comply with the safety and

health standards applied under 29 CFR Part 1925.

(i) Records. (1) The Contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work, and make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration, a record of the following:

(i) For each employee subject to the Act -

(A) Name and address and social security number;

(B) Correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;

(C) Daily and weekly hours worked by each employee; and

(D) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

(ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by the Administrator or authorized representative under the terms of paragraph (c) of this clause. A copy of the report required by subdivision (c)(2)(ii) of this clause will fulfill this requirement.

(iii) Any list of the predecessor Contractor's employees which had been furnished to the Contractor as prescribed by paragraph (n) of this clause.

(2) The Contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the Contracting Officer, upon direction of the Department of Labor and notification to the Contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases.

(4) The Contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(j) Pay Periods. The Contractor shall unconditionally pay to each

employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR Part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(k) Withholding of Payments and Termination of Contract. The Contracting Officer shall withhold or cause to be withheld from the Government Prime Contractor under this or any other Government contract with the Prime Contractor such sums as an appropriate official of the Department of Labor requests or such sums as the Contracting Officer decides may be necessary to pay underpaid employees employed by the Contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the Contracting Officer may, after authorization or by direction of the Department of Labor and written notification to the Contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the Contractor in default with any additional cost.

(l) Subcontracts. The Contractor agrees to insert this clause in all subcontracts subject to the Act.

(m) Collective Bargaining Agreements Applicable to Service Employees. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government Prime Contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government Prime Contractor shall report such fact to the Contracting Officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance such agreements shall be reported promptly after negotiation thereof.

(n) Seniority List. Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a Contractor (predecessor) or successor (29 CFR 4.173), the incumbent Prime Contractor shall furnish the Contracting Officer a

certified list of the names of all service employees on the Contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor Contractors of each such service employee. The Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract.

(o) Rulings and Interpretations. Rulings and interpretations of the Act are contained in Regulations, 29 CFR Part 4.

(p) Contractor's Certification. (1) By entering into this contract, the Contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed under section 5 of the Act.

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract under section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(q) Variations, Tolerances, and Exemptions Involving Employment. Notwithstanding any of the provisions in paragraphs (b) through (o) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Pub. L. 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business.

(1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of the Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(2) The Administrator will issue certificates under the Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and



525).

(3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in 29 CFR Parts 525 and 528.

(r) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program.

(s) Tips. An employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips may have the amount of these tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with section 3(m) of the Fair Labor Standards Act and Regulations 29 CFR Part 531. However, the amount of credit shall not exceed \$1.34 per hour beginning January 1, 1981. To use this provision -

(1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized;

(2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);

(3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; and

(4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

(t) Disputes Concerning Labor Standards. The U.S. Department of Labor has set forth in 29 CFR Parts 4, 6, and 8 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in

accordance with those procedures and not the Disputes clause of this contract. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

I.8 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL  
HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

Employee Class	Monetary Wage - Fringe Benefits
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I.9 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT  
ACT - PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION  
CONTRACTS) (MAY 1989)

(a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.

(b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.

(d) The contract price or contract unit price labor rates will be adjusted to reflect the Contractor's actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or

the decrease is voluntarily made by the Contractor as a result of:

(1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of \$4.00 per hour. The Contractor chose to pay \$4.10. The new wage determination increases the minimum rate to \$4.50 per hour. Even if the Contractor voluntarily increases the rate to \$4.75 per hour, the allowable price adjustment is \$.40 per hour;

(2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or

(3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.

(e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

(f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price or contract unit price labor rates shall be modified in writing. The Contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.

(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

#### I.10 52.232-25 PROMPT PAYMENT (MAR 1994)

Notwithstanding any other payment clause in this contract, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made.

Definitions of pertinent terms are set forth in 32.902. All days referred to in this clause are calendar days, unless otherwise specified.

(a) Invoice Payments.

(1) For purposes of this clause, "invoice payment" means a Government disbursement of monies to a Contractor under a contract or other authorization for supplies or services accepted by the Government. This includes payments for partial deliveries that have been accepted by the Government and final cost or fee payments where amounts owed have been settled between the Government and the Contractor.

(2) Except as indicated in subparagraph (a)(3) and paragraph (c) of this clause, the due date for making invoice payments by the designated payment office shall be the later of the following two events:

(i) The 30th day after the designated billing office has received a proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the date the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(3) The due date on contracts for meat, meat food products, or fish; contracts for perishable agricultural commodities, contracts for dairy products, edible fats or oils, and food products prepared from edible fats or oils, and contracts not requiring submission of an invoice shall be as follows:

(i) The due date for meat and meat food products, as defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)) and further defined in Pub. L. 98-181 to include any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product, will be as close as possible to, but not later than, the 7th day after product delivery.

(ii) The due date for fresh or frozen fish, as defined in Section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)), will be as close as possible to, but not later than the seventh day after product delivery.

(iii) The due date for perishable agricultural commodities, as defined

in Section 1(4) of the Perishable Agricultural Commodities Act of 1930 ( 7 U.S.C. 499a(4)), will be as close as possible to, but not later than, the 10th day after product delivery, unless another date is specified in the contract.

(iv) The due date for dairy products, as defined in Section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C 4502(e)), edible fats or oils, and foods prepared from edible fats or oils, will be as close as possible to, but not later than, the 10th day after the date on which a proper invoice has been received.

(v) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(4) An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in subdivisions (a)(4)(i) through (a)(4)(viii) of the clause. If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within 7 days after receipt of the invoice at the designated billing office (3 days for meat and meat food products, or fish, and 5 days for perishable agricultural commodities, edible fats or oils, and food products prepared from edible fats or oils). Untimely notification will be taken into account in the computation of any interest penalty owed the Contractor in the manner described in subparagraph (a)(6) of this clause.

(i) Name and address of the Contractor.

(ii) Invoice date.

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number and mailing address of person to be notified in event of a defective invoice.

(viii) Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

(5) An interest penalty shall be paid automatically by the Government, without request from the Contractor, if payment is not made by the due date and the conditions listed in subdivisions (a)(5)(i) through (a)(5)(iii) of this clause are met, if applicable.

(i) A proper invoice was received by the designated billing office.

(ii) A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(6) The interest penalty shall be at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental authority. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the Federal Register semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice payment amount approved by the Government and be compounded in 30-day increments inclusive from the first day after the due date through the payment date. That is, interest accrued at the end of any 30-day period will be added to the approved invoice payment amount and be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the contractor of a defective invoice within the periods prescribed in subparagraph (a)(4) of this clause, then the due date on the corrected invoice will be adjusted by subtracting the number of days taken beyond the prescribed notification of defects period. Any interest penalty owed the Contractor will be based on this adjusted due date. Adjustments will be made by the designated payment office for errors in calculating interest penalties, if requested by the Contractor.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 7th day after the contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government

officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The following periods of time will not be included in the determination of an interest penalty:

(A) The period taken to notify the Contractor of defects in invoices submitted to the Government, but this may not exceed 7 days (3 days for meat and meat food products, or fish, and 5 days for perishable agricultural commodities, dairy products, edible fat or oils, and food products prepared from edible fats or oils).

(B) The period between the defects notice and resubmission of the corrected invoice by the Contractor.

(iii) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than 1 year. Interest penalties of less than \$1.00 need not be paid.

(iv) Interest penalties are not required on payment delays due to disagreement between the Government and Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(7) An interest penalty shall also be paid automatically by the designated payment office, without request from the contractor, if a discount for prompt payment is taken improperly. The interest penalty will be calculated as described in subparagraph (a)(6) of this clause on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when the Contractor is paid.

(8) If this contract was awarded on or after October 1, 1989, a penalty amount, calculated in accordance with regulations issued by the Office of Management and Budget, shall be paid in addition to the interest penalty amount if the contractor:

(i) Is owed an interest penalty;

(ii) Is not paid the interest penalty within 10 days after the date the invoice amount is paid; and

(iii) Makes a written demand, not later than 40 days after the date the invoice amount is paid, that the agency pay such a penalty.

(b) Contract Financing Payments.

(1) For purposes of this clause, "contract financing payment" means a Government disbursement of monies to a Contractor under a contract clause or other authorization prior to acceptance of supplies or services by the Government. Contract financing payments include advance payments, progress payments based on cost under the clause at 52.232-16, Progress Payments, progress payments based on a percentage or stage of completion (32.102(e)(1)) other than those made under the clause at 52.232-5, Payments Under Fixed-Price Construction Contracts, or the clause at 52.232-10, Payments Under Fixed-Price Architect-Engineer Contracts, and interim payments on cost type contracts.

(2) For contracts that provide for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the due date specified.

(3) For advance payments, loans, or other arrangements that do not involve recurrent submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.

(4) Contract financing payments shall not be assessed an interest penalty for payment delays.

(c) If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.

I.11 DFARS 252.227-7013 RIGHTS IN TECHNICAL DATA --  
NONCOMMERCIAL ITEMS (NOV 1995)

(a) "Definitions". As used in this clause:

(1) "Computer data base" means a collection of data recorded in a form capable of being processed by a computer. The term does not include computer software.

(2) "Computer program" means a set of instructions, rules, or routines recorded in a form that is capable of causing a computer to perform a specific operation or series of operations.

(3) "Computer software" means computer programs, source code, source code listings, object code listings, design details, algorithms, processes, flow charts, formulae and related material that would enable the software to



be reproduced, recreated, or recompiled. Computer software does not include computer data bases or computer software documentation.

(4) "Computer software documentation" means owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.

(5) "Detailed manufacturing or process data" means technical data that describe the steps, sequences, and conditions of manufacturing, processing or assembly used by the manufacturer to produce an item or component or to perform a process.

(6) "Developed" means that an item, component, or process exists and is workable. Thus, the item or component must have been constructed or the process practiced. Workability is generally established when the item, component, or process has been analyzed or tested sufficiently to demonstrate to reasonable people skilled in the applicable art that there is a high probability that it will operate as intended. Whether, how much, and what type of analysis or testing is required to establish workability depends on the nature of the item, component, or process, and the state of the art. To be considered "developed," the item, component, or process need not be at the stage where it could be offered for sale or sold on the commercial market, nor must the item, component, or process be actually reduced to practice within the meaning of Title 35 of the United States Code.

(7) "Developed exclusively at private expense" means development was accomplished entirely with costs charged to indirect cost pools, costs not allocated to a government contract, or any combination thereof.

(i) Private expense determinations should be made at the lowest practicable level.

(ii) Under fixed-price contracts, when total costs are greater than the firm-fixed-price or ceiling price of the contract, the additional development costs necessary to complete development shall not be considered when determining whether development was at government, private, or mixed expense.

(8) "Developed exclusively with government funds" means development was not accomplished exclusively or partially at private expense.

(9) "Developed with mixed funding" means development was accomplished partially with costs charged to indirect cost pools and/or costs not allocated to a government contract, and partially with costs charged directly to a government contract.

(10) "Form, fit, and function data" means technical data that describes

the required overall physical, functional, and performance characteristics (along with the qualification requirements, if applicable) of an item, component, or process to the extent necessary to permit identification of physically and functionally interchangeable items.

(11) "Government purpose" means any activity in which the United States Government is a party, including cooperative agreements with international or multi-national defense organizations, or sales or transfers by the United States Government to foreign governments or international organizations. Government purposes include competitive procurement, but do not include the rights to use, modify, reproduce, release, perform, display, or disclose technical data for commercial purposes or authorize others to do so.

(12) "Government purpose rights" means the rights to--

(i) Use, modify, reproduce, release, perform, display, or disclose technical data within the Government without restriction; and

(ii) Release or disclose technical data outside the Government and authorize persons to whom release or disclosure has been made to use, modify, reproduce, release, perform, display, or disclose that data for United States government purposes.

(13) "Limited rights" means the rights to use, modify, reproduce, release, perform, display, or disclose technical data, in whole or in part, within the Government. The Government may not, without the written permission of the party asserting limited rights, release or disclose the technical data outside the Government, use the technical data for manufacture, or authorize the technical data to be used by another party, except that the Government may reproduce, release or disclose such data or authorize the use or reproduction of the data by persons outside the Government if reproduction, release, disclosure, or use is--

(i) Necessary for emergency repair and overhaul; or

(ii) A release or disclosure of technical data (other than detailed manufacturing or process data) to, or use of such data by, a foreign government that is in the interest of the Government and is required for evaluational or informational purposes;

(iii) Subject to a prohibition on the further reproduction, release, disclosure, or use of the technical data; and

(iv) The contractor or subcontractor asserting the restriction is notified of such reproduction, release, disclosure, or use.

(14) "Technical data" means recorded information, regardless of the form or method of the recording, of a scientific or technical nature (including

computer software documentation). The term does not include computer software or data incidental to contract administration, such as financial and/or management information.

(15) "Unlimited rights" means rights to use, modify, reproduce, perform, display, release, or disclose technical data in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.

(b) "Rights in technical data". The Contractor grants or shall obtain for the Government the following royalty free, world-wide, nonexclusive, irrevocable license rights in technical data other than computer software documentation (see the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause of this contract for rights in computer software documentation):

(1) "Unlimited rights".

The Government shall have unlimited rights in technical data that are--

(i) Data pertaining to an item, component, or process which has been or will be developed exclusively with Government funds;

(ii) Studies, analyses, test data, or similar data produced for this contract, when the study, analysis, test, or similar work was specified as an element of performance;

(iii) Created exclusively with Government funds in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes;

(iv) Form, fit, and function data;

(v) Necessary for installation, operation, maintenance, or training purposes (other than detailed manufacturing or process data);

(vi) Corrections or changes to technical data furnished to the Contractor by the Government;

(vii) Otherwise publicly available or have been released or disclosed by the Contractor or subcontractor without restrictions on further use, release or disclosure, other than a release or disclosure resulting from the sale, transfer, or other assignment of interest in the technical data to another party or the sale or transfer of some or all of a business entity or its assets to another party;

(viii) Data in which the Government has obtained unlimited rights under another Government contract or as a result of negotiations; or

(ix) Data furnished to the Government, under this or any other Government contract or subcontract thereunder, with--

(A) Government purpose license rights or limited rights and the restrictive condition(s) has/have expired; or

(B) Government purpose rights and the Contractor's exclusive right to use such data for commercial purposes has expired.

(2) "Government purpose rights".

(i) The Government shall have government purpose rights for a five-year period, or such other period as may be negotiated, in technical data--

(A) That pertain to items, components, or processes developed with mixed funding except when the Government is entitled to unlimited rights in such data as provided in paragraphs (b)(ii) and (b)(iv) through (b)(ix) of this clause; or

(B) Created with mixed funding in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes.

(ii) The five-year period, or such other period as may have been negotiated, shall commence upon execution of the contract, subcontract, letter contract (or similar contractual instrument), contract modification, or option exercise that required development of the items, components, or processes or creation of the data described in paragraph (b)(2)(i)(B) of this clause. Upon expiration of the five-year or other negotiated period, the Government shall have unlimited rights in the technical data.

(iii) The Government shall not release or disclose technical data in which it has government purpose rights unless--

(A) Prior to release or disclosure, the intended recipient is subject to the non-disclosure agreement at 227.7103-7 of the Defense Federal Acquisition Regulation Supplement (DFARS); or

(B) The recipient is a Government contractor receiving access to the data for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends.

(iv) The Contractor has the exclusive right, including the right to license others, to use technical data in which the Government has obtained government purpose rights under this contract for any commercial purpose during the time period specified in the government purpose rights legend

prescribed in paragraph (f)(2) of this clause.

(3) "Limited rights".

(i) Except as provided in paragraphs (b)(1)(ii) and (b)(1)(iv) through (b)(1)(ix) of this clause, the Government shall have limited rights in technical data--

(A) Pertaining to items, components, or processes developed exclusively at private expense and marked with the limited rights legend prescribed in paragraph (f) of this clause; or

(B) Created exclusively at private expense in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes.

(ii) The Government shall require a recipient of limited rights data for emergency repair or overhaul to destroy the data and all copies in its possession promptly following completion of the emergency repair/overhaul and to notify the Contractor that the data have been destroyed.

(iii) The Contractor, its subcontractors, and suppliers are not required to provide the Government additional rights to use, modify, reproduce, release, perform, display, or disclose technical data furnished to the Government with limited rights. However, if the Government desires to obtain additional rights in technical data in which it has limited rights, the Contractor agrees to promptly enter into negotiations with the Contracting Officer to determine whether there are acceptable terms for transferring such rights. All technical data in which the Contractor has granted the Government additional rights shall be listed or described in a license agreement made part of the contract. The license shall enumerate the additional rights granted the Government in such data.

(4) "Specifically negotiated license rights".

The standard license rights granted to the Government under paragraphs (b)(1) through (b)(3) of this clause, including the period during which the Government shall have government purpose rights in technical data, may be modified by mutual agreement to provide such rights as the parties consider appropriate but shall not provide the Government lesser rights than are enumerated in paragraph (a)(13) of this clause. Any rights so negotiated shall be identified in a license agreement made part of this contract.

(5) "Prior government rights".

Technical data that will be delivered, furnished, or otherwise provided to the Government under this contract, in which the Government has previously obtained rights shall be delivered, furnished, or provided with the

pre-existing rights, unless--

(i) The parties have agreed otherwise; or

(ii) Any restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose the data have expired or no longer apply.

(6) "Release from liability".

The Contractor agrees to release the Government from liability for any release or disclosure of technical data made in accordance with paragraph (a)(13) or (b)(2)(iii) of this clause, in accordance with the terms of a license negotiated under paragraph (b)(4) of this clause, or by others to whom the recipient has released or disclosed the data and to seek relief solely from the party who has improperly used, modified, reproduced, released, performed, displayed, or disclosed Contractor data marked with restrictive legends.

(c) "Contractor rights in technical data". All rights not granted to the Government are retained by the Contractor.

(d) "Third party copyrighted data". The Contractor shall not, without the written approval of the Contracting Officer, incorporate any copyrighted data in the technical data to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license or licenses in the deliverable data of the appropriate scope set forth in paragraph (b) of this clause, and has affixed a statement of the license or licenses obtained on behalf of the Government and other persons to the data transmittal document.

(e) "Identification and delivery of data to be furnished with restrictions on use, release, or disclosure". (1) This paragraph does not apply to restrictions based solely on copyright.

(2) Except as provided in paragraph (e)(3) of this clause, technical data that the Contractor asserts should be furnished to the Government with restrictions on use, release, or disclosure are identified in an attachment to this contract (the Attachment). The Contractor shall not deliver any data with restrictive markings unless the data are listed on the Attachment.

(3) In addition to the assertions made in the Attachment, other assertions may be identified after award when based on new information or inadvertent omissions unless the inadvertent omissions would have materially affected the source selection decision. Such identification and assertion shall be submitted to the Contracting Officer as soon as practicable prior to the scheduled date for delivery of the data, in the following format, and signed by an official authorized to contractually obligate the Contractor:

Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data.

The Contractor asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following technical data should be restricted--

Technical data to be furnished with restrictions *1	Basis for assertion *2	Asserted rights category *3	Name of person asserting restrictions *4
(LIST) ..	(LIST) ..	(LIST) ..	(LIST) ..

- \*1 If the assertion is applicable to items, components or processes developed at private expense, identify both the data and each such item, component, or process.
- \*2 Generally, the development of an item, component, or process at private expense, either exclusively or partially, is the only basis for asserting restrictions on the Government's rights to use, release, or disclose technical data pertaining to such items, components, or processes. Indicate whether development was exclusively or partially at private expense. If development was not at private expense, enter the specific reason for asserting that the Government's rights should be restricted.
- \*3 Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited or government purpose rights under this or a prior contract, or specifically negotiated licenses).
- \*4 Corporation, individual, or other person, as appropriate.

Date\_\_\_\_\_

Printed Name and Title\_\_\_\_\_

Signature\_\_\_\_\_

(End of identification and assertion)

(4) When requested by the Contracting Officer, the Contractor shall provide sufficient information to enable the Contracting Officer to evaluate the Contractor's assertions. The Contracting Officer reserves the right to add the Contractor's assertions to the Attachment and validate any listed assertion, at a later date, in accordance with the procedures of the Validation of Restrictive Markings on Technical Data clause of this contract.

(f) "Marking requirements". The Contractor, and its subcontractors or suppliers, may only assert restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data to be delivered under this contract by marking the deliverable data subject to restriction. Except as provided in paragraph (f)(5) of this clause, only the following legends are authorized under this contract: the government purpose rights legend at paragraph (f)(2) of this clause; the limited rights legend at paragraph (f)(3) of this clause; or the special license rights legend at paragraph (f)(4) of this clause; and/or a notice of copyright as prescribed under 17 U.S.C. 401 or 402.

(1) "General marking instructions". The Contractor, or its subcontractors or suppliers, shall conspicuously and legibly mark the appropriate legend on all technical data that qualify for such markings. The authorized legends shall be placed on the transmittal document or storage container and, for printed material, each page of the printed material containing technical data for which restrictions are asserted. When only portions of a page of printed material are subject to the asserted restrictions, such portions shall be identified by circling, underscoring, with a note, or other appropriate identifier. Technical data transmitted directly from one computer or computer terminal to another shall contain a notice of asserted restrictions. Reproductions of technical data or any portions thereof subject to asserted restrictions shall also reproduce the asserted restrictions.

(2) "Government purpose rights markings". Data delivered or otherwise furnished to the Government purpose rights shall be marked as follows:

GOVERNMENT PURPOSE RIGHTS

Contract No. \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_



---

Expiration Date\_\_\_\_\_

The Government's rights to use, modify, reproduce, release, perform, display, or disclose these technical data are restricted by paragraph (b)(2) of the Rights in Technical Data--Noncommercial Items clause contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings.

(End of legend)

(3) "Limited rights markings". Data delivered or otherwise furnished to the Government with limited rights shall be marked with the following legend:

LIMITED RIGHTS

Contract No.\_\_\_\_\_

Contractor Name\_\_\_\_\_

Contractor Address\_\_\_\_\_

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The Government's rights to use, modify, reproduce, release, perform, display, or disclose these technical data are restricted by paragraph (b)(3) of the Rights in Technical Data--Noncommercial Items clause contained in the above identified contract. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings. Any person, other than the Government, who has been provided access to such data must promptly notify the above named Contractor.

(End of legend)

(4) "Special license rights markings". (i) Data in which the Government's rights stem from a specifically negotiated license shall be marked with the following legend:

SPECIAL LICENSE RIGHTS

The Government's rights to use, modify, reproduce, release, perform, display, or disclose these data are restricted by Contract No. \_\_\_\_\_ (Insert contract number) \_\_\_\_\_, License No. \_\_\_\_\_ (Insert license identifier) \_\_\_\_\_. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings.

(End of legend)

(ii) For purposes of this clause, special licenses do not include government purpose license rights acquired under a prior contract (see paragraph (b)(5) of this clause).

(5) "Pre-existing data markings". If the terms of a prior contract or license permitted the Contractor to restrict the Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data deliverable under this contract, and those restrictions are still applicable, the Contractor may mark such data with the appropriate restrictive legend for which the data qualified under the prior contract or license. The marking procedures in paragraph (f)(1) of this clause shall be followed.

(g) "Contractor procedures and records". Throughout performance of this contract, the Contractor and its subcontractors or suppliers that will deliver technical data with other than unlimited rights, shall--

(1) Have, maintain, and follow written procedures sufficient to assure that restrictive markings are used only when authorized by the terms of this clause; and

(2) Maintain records sufficient to justify the validity of any restrictive markings on technical data delivered under this contract.

(h) "Removal of unjustified and nonconforming markings". (1) Unjustified technical data markings. The rights and obligations of the parties regarding the validation of restrictive markings on technical data furnished or to be furnished under this contract are contained in the Validation of Restrictive Markings on Technical Data clause of this contract. Notwithstanding any provision of this contract concerning inspection and acceptance, the Government may ignore or, at the Contractor's expense, correct or strike a marking if, in accordance with the procedures in the Validation of Restrictive Markings on Technical Data clause of this contract, a restrictive marking is determined to be unjustified.

(2) Nonconforming technical data markings. A nonconforming marking is a marking placed on technical data delivered or otherwise furnished to the Government under this contract that is not in the format authorized by this

contract. Correction of nonconforming markings is not subject to the Validation of Restrictive Markings on Technical Data clause of this contract. If the Contracting Officer notifies the Contractor of a nonconforming marking and the Contractor fails to remove or correct such marking within sixty (60) days, the Government may ignore or, at the Contractor's expense, remove or correct any nonconforming marking.

(i) "Relation to patents". Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government under any patent.

(j) "Limitation on charges for rights in technical data". (1) The Contractor shall not charge to this contract any cost, including, but not limited to, license fees, royalties, or similar charges, for rights in technical data to be delivered under this contract when--

(i) The Government has acquired, by any means, the same or greater rights in the data; or

(ii) The data are available to the public without restrictions.

(2) The limitation in paragraph (j)(1) of this clause--

(i) Includes costs charged by a subcontractor or supplier, at any tier, or costs incurred by the Contractor to acquire rights in subcontractor or supplier technical data, if the subcontractor or supplier has been paid for such rights under any other Government contract or under a license conveying the rights to the Government; and

(ii) Does not include the reasonable costs of reproducing, handling, or mailing the documents or other media in which the technical data will be delivered.

(k) "Applicability to subcontractors or suppliers". (1) The Contractor shall ensure that the rights afforded its subcontractors and suppliers under 10 U.S.C. 2320, 10 U.S.C. 2321, and the identification, assertion, and delivery processes of paragraph (e) of this clause are recognized and protected.

(2) Whenever any technical data for noncommercial items is to be obtained from a subcontractor or supplier for delivery to the Government under this contract, the Contractor shall use this same clause in the subcontract or other contractual instrument, and require its subcontractors or suppliers to do so, without alteration, except to identify the parties. No other clause shall be used to enlarge or diminish the Government's, the Contractor's, or a higher-tier subcontractor's or supplier's rights in a subcontractor's or supplier's technical data.

(3) Technical data required to be delivered by a subcontractor or supplier shall normally be delivered to the next higher-tier contractor, subcontractor, or supplier. However, when there is a requirement in the prime contract for data which may be submitted with other than unlimited rights by a subcontractor or supplier, then said subcontractor or supplier may fulfill its requirement by submitting such data directly to the Government, rather than through a higher-tier contractor, subcontractor, or supplier.

(4) The Contractor and higher-tier subcontractors or suppliers shall not use their power to award contracts as economic leverage to obtain rights in technical data from their subcontractors or suppliers.

(5) In no event shall the Contractor use its obligation to recognize and protect subcontractor or supplier rights in technical data as an excuse for failing to satisfy its contractual obligations to the Government.

I.12 DFARS 252.233-7000 CERTIFICATION OF CLAIMS AND REQUESTS FOR  
ADJUSTMENT OR RELIEF (MAY 1994)

(a) Any contract claim, request for equitable adjustment to contract terms, request for relief under Pub. L. 85-804, or other similar request exceeding \$100,000 shall bear, at the time of submission, the following certificate given by an individual who has knowledge of the basis of the claim or request, knowledge of the accuracy and completeness of the supporting data, and knowledge of the claim or request:

I certify that the claim is made in good faith, that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the Government is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.

---

(Official's Name)

---

(Title)

(b) The certification in paragraph (a) of this clause requires full disclosure of all relevant facts, including cost and pricing data.

(c) The certification requirement in paragraph (a) of this clause does not apply to:

(1) Requests for routine contract payments; for example, those for payment for accepted supplies and services, routine vouchers under cost-reimbursement type contracts, and progress payment invoices; or

(2) Final adjustments under incentive provisions of contracts.

(d) In those situations where no claim certification for the purposes of 10 U.S.C. 2410e has been submitted prior to the inception of a contract dispute, a single certification, using the language prescribed by the Contract Disputes Act (41 U.S.C. 601 et. seq.) but signed by an individual who is authorized to bind the contractor and who has knowledge of the basis of the claim or request, knowledge of the accuracy and completeness of the supporting data, and knowledge of the claim or request, will satisfy the certification requirements of both statutes.

(e) If this is a request for equitable adjustment under a substantially completed contract or a completed contract, the certification will be expanded to include the following:

This claim includes only costs for performing the alleged change, and does not include any costs which have already been reimbursed or which have been separately claimed. All indirect costs claimed are properly allocable to the alleged change in accordance with applicable acquisition regulations. I am aware that the submission of a false claim to the Government can result in the assessment of significant criminal and civil penalties and fines.



PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT NUMBER	TITLE	DATE	NO. PAGES
A.	STATEMENT OF WORK/SPECIFICATIONS		
B.	LABOR CATEGORY DESCRIPTIONS		
C.	LIST OF DLA AIS'S		
D.	AIS MATRIX		
E.	TASK AREA MATRIX		
F.	SOFTWARE PROCESS MATURITY QUESTIONNAIRE		
G.	PRODUCT PROFILE		
H.	SF 1448		
I.	WAGE DETERMINATION		

# **ATTACHMENT A**

## **STATEMENT OF WORK**

### **1. OBJECTIVE**

The subject of this Statement of Objective is to outline the contractor's technical support requirements for this multiple-award, indefinite delivery/indefinite quantity (ID/IQ), time and materials (T/M) and firm fixed price (FFP) type contract. The contractors selected under the multiple award will receive task orders to define technical services to be provided. The contract is open to DLA Systems Design Center (DSDC) and Other Government Agencies to provide support services in a wide variety of labor categories. Services provided under the contract shall be for a period of one year with four option years, not exceeding a total of five years or sixty (60) months.

### **2. INTRODUCTION**

DSDC competes for and provides automation and technical, contractual and administrative support to other Government agencies and organizations. To support this varied mission, DSDC needs to seek prime contractors, and contractor teams with the broadest range of technical and project experience. DSDC will require that the contractors have demonstrated excellence in past performance and the ability to provide depth in relevant staff. DSDC will also require that contractors have the proven experience in Government contracts and the ability to stay abreast of new technologies.

### **3. BACKGROUND**

3.1 DSDC resources that were previously scattered in five independent organizations have been reorganized into a single distributed function to permit better utilization of those resources. DSDC draws together missions and functions previously assigned to the following organizations:

- Defense Automatic Addressing Systems Center (DAASC), Dayton, OH
- Defense Fuel Supply Center (DFSC), Ft. Belvoir, VA (CDA Only)
- Defense Logistics Services Center (DLSC), Battle Creek, MI
- DLA Systems Automation Center (DSAC), Columbus, OH
- DLA Administrative Support Center (DASC), Ft. Belvoir, VA (CDA only).

3.2. The specific nature of the services required in response to each requirement is defined shall be defined as deliverable products against one or more task orders to be initiated by DSDC. The DSETS contract will be specifically designed to meet DSDC and other Government Agency requirements. All automated systems and tools developed through the use of the DSETS contract shall meet all appropriate "open systems" architecture requirements, therefore, be capable of meeting any necessary intra or interagency interoperability requirement.

3.3. The products shall include Life Cycle Management (LCM) documentation (see paragraph



4.6.1.), services and support services necessary to implement directed and approved avenues of solution. All such work shall be conducted and documented in accordance with current and emerging DoD policies, procedures, and standards.

3.4. The DLA Systems Design Center (DSDC) manages, controls, tracks and reports on multiple integrated Automated Information Systems (AISs) necessary to support the critical DLA and DoD business functions. The DSDC AIS core mission includes, but is not limited to:

- Product management,
- Functional design,
- Software design,
- Software development,
- Software deployment and post deployment functions,
- Standards enforcement,
- Technical systems integration,
- Business process integration,
- Technology infusion,
- Acquisition support,
- Contract administration, and
- Customer support.

3.5. Many of the approximately 100 DSDC supported AISs have been selected as migration systems while some are being totally replaced by either functionally equivalent AISs or commercial off-the-shelf software. Some examples are

- Base Operations Support System (BOSS) selected for migration.
- Defense Business Management System/Defense Finance and Accounting Service,Finance Subsystem (DBMS/DFAS) selected for migration.
- Mechanization of Contract Administration Services (MOCAS) selected for replacement by commercial software, Shared Procurement System (SPS).
- Defense Property Accounting System (DPAS) selected for migration.
- Standard Automation Material Management System (SAMMS) selected for migration.
- Defense Integrated Subsistence Management System (DISMS).

3.6 Task orders issued under this contract may require work performed to be Year 2000 compliant. Year 2000 compliant as defined by the Federal Acquisition Regulation at 39.002 means information technology that accurately processes date/time (including but not limited to, calculating, comparng, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges datetime data with it. Contractors may also be required during the development and integration of computer software and computer software documentation, to develop and deliver test documentation in accordance with MIL-Std 498 for the purpose of ascertaining whether (1) the software documentation is year 2000 compliant and (2) if not, specifically what information technology (to the system or subsystem) causes the Contractor's developed and/or integrated computer software to fail to

achieve year 2000 compliance. Year 2000 compliant requirements will be delineated within the Statement of Work of each delivery order as necessary.

#### **4. TASKS/TECHNICAL REQUIREMENTS**

The following are the major task areas to be provided for System Engineering Technical Services:

•	<b>Project Management.</b>
•	<b>Program Analysis.</b>
•	<b>Transition Strategy.</b>
•	<b>Assessment Support.</b>
•	<b>Training.</b>
•	<b>Documentation and Information Dissemination.</b>
•	<b>Functional Processes Improvement.</b>
•	<b>Integration Prototyping.</b>
•	<b>System Design/Development.</b>
•	<b>Technical Support.</b>
•	<b>System Relocation.</b>
•	<b>Acquisition Support.</b>

The Contractor's technical services must be available on an as needed basis to respond to DSDC requirements. The Contractor shall be prepared to perform the required effort for the listed task areas within CONUS during the DSETS contract life cycle. All services to be provided under this contract will be set forth in individual delivery orders. A single delivery order may relate to a single task area or many involved functions from multiple task areas.

##### **4.1. PROJECT MANAGEMENT:€**

Individual task responsibilities include, but are not limited to, the functions defined below:

**4.1.1 Management Planning:** At the Government's option, the Contractor shall prepare management plans upon the initiation of an individual task order. The management plan shall describe exactly how the Contractor will meet the cost, performance and schedule requirements of that task order. The management plan shall  
list the Contractor's technical approach, organizational resources and management controls.

**4.1.2 Task Management:** An individual task order may require the Contractor to monitor daily activities required for successful task order completion. Examples of monitoring activities include management and status reporting, quality assurance monitoring, configuration management, and Security management.

##### **4.2. PROGRAM ANALYSIS:€**

**This area involves the research, analysis and documentation of management issues and strategies. These issues and strategies evolve from a variety of sources such as external audits, technical reports, Federal Standards, and operational policies.**

**4.2.1 This task includes but is not limited to integration management support, cross-functional integration support, analysis and review.**

**4.2.2 The Contractor will examine technical and management requirements and issues to provide effective solutions for information management efforts. These studies may include but are not limited to the following considerations:**

- **Compliance with legal and regulatory guidance.**
- **Interoperability.**
- **Architecture and policy compliance.**
- **Engineering guideline compliance.**
- **Open systems environments.**
- **Security.**
- **Standards.**
- **Data.**

#### **4.3. TRANSITION STRATEGY:€**

**Transition strategy encompasses those functional and operational activities required to develop plans and methodologies for the successful transition of information systems and databases to an integrated environment. The following describes typical functions associated with this task area:**

**4.3.1 .Define Objectives:** This involves defining the objectives and establishing priorities for the Transition Strategy.

**4.3.2. Transition Strategy:** The Contractor may be tasked to analyze the current support requirements and capabilities relating to existing technology and technical trends. Using the resultant information, the Contractor may then be tasked to develop strategies for the transition of support from a current base to an integrated structure that meets stated requirements. This task may involve the identification of interim and target architectures. Additionally, the Contractor may be tasked to identify compliance standards (FIPS, MILSTDS, etc.) to include a description of services for managing, formatting and exchanging data.

**4.3.3 Baseline Definition:** The Contractor may be required to assist in the initial steps to establish or review the process, data, and information baseline for a functional activity. The Contractor may be required to assist in the recurring steps to define, evaluate and implement the incremental improvements needed to achieve simplified and streamlined operation of the functional activity.

**4.3.4 Conversion and Implementation Planning:** The Contractor may be required to develop a time-phased conversion and implementation plan that defines what changes will be made, when they will be made and how they will be implemented. The plan must address locations, organizations and related issues as well as new performance targets for each proposed change.

#### **4.4. ASSESSMENT SUPPORT:€**

The Contractor may be tasked to do a technical and data assessment of development tools and other COTS products to determine applicability market availability. The assessment must include current and emerging technologies' impacts on existing and future information system support.

**4.4.1 Program Assessment:** This area involves the examination and evaluation of programs. It includes the review of factors such as scope, relationships, resource requirements and cost impacts.

**4.4.2 Assessment Tools and Methods:** The Contractor may be required to develop or modify tools and methods to enable a disciplined process of assessment. Examples include templates, checklists, models and guidelines.

#### **4.5. TRAINING:€**

This task area provides for the development, conduct, and administration of training programs at all levels.

**4.5.1** The training will encompass any program or element within the support arena.

**4.5.2** Training may include general orientation up to and including in-depth training. The kind and degree of training shall depend on the category of personnel to be trained (e.g., executives, supervisors, clerks, etc.) and on particular training objectives which will be identified in individual delivery orders.

**4.5.3** The Contractor may be required to develop training documentation and to provide training at both Government and Contractor facilities.

#### **4.6. DOCUMENTATION AND INFORMATION DISSEMINATION:€**

This documentation may involve items originated by the Contractor as well as Government provided topics. The context for documentation will be identified by each delivery order.

**4.6.1 Documentation:** The Contractor may be required to develop documentation for items such as studies, assessments, system implementations and architectures, engineering designs and information brochures. Documentation which may be requested through the DSETS contract includes, but is not limited to, the following:

##### **Requirements Definition**

**Program and Technical Conversions**

**Data Dictionary Generation**

**Color Graphics Support**

**Database Maintenance**

**Architectural Studies**

**Code Performance Analysis**

**Economic Analysis**

**Requirements Analysis**

**Implementation Plans**

**Project Plans**

**Status/Progress Reports**

**Configuration Management Plans**

**In Process/Progress Reviews/Meetings**

**Programs (changes, source codes, listings  
provided by hard copy)**

##### **Technical Research/Studies**

**JCL Development**

**Data Dictionary Maintenance**

**Database Design**

**Communications Studies**

**Software/Hardware Evaluations**

**Cost Benefit Analysis**

**Business Case Analysis**

**Alternatives Analysis**

**Work Plans**

**Meeting & Conference Reports**

**Statements of Work**

**Technical Management Plans**

**Software Maintenance Reports**

**4.6.2 Information Dissemination:** The Contractor may be required to participate in information dissemination or support marketing activities relating to the technical requirements and functional areas supported by the DSETS contract. These efforts may be professional development seminars, trade shows, conferences and briefings.

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#### **4.7 FUNCTIONAL PROCESSES IMPROVEMENT:**

The system redesign may include the review of current processes, data and systems and the identification of non-essential business processes

**4.7.1** The Contractor may be required to examine organization goals, objectives, structures, hierarchies, culture, systems and roles and to provide any necessary services to execute a ground-up system redesign or to achieve any long-term, full scale system integration or modification required for DSDC..

**4.7.2.** The redesign shall include recommendations which would streamline and integrate value-added activities.

#### **4.8. INTEGRATION PROTOTYPING:€**

**4.8.1.** This task will require the Contractor to design, develop, install, test and operate prototype programs and databases.

**4.8.2** The Contractor shall provide a description of the anticipated prototype solutions and results.

**4.8.3** The Contractor may also be required to develop schedules and identify in sequence the technical approaches to meet milestones and deadlines of the prototype programs and databases.

#### **4.9. SYSTEM DESIGN/DEVELOPMENT:€**

**4.9.1** The Contractor may be required to perform any services necessary for the design, development, modification, documentation, testing, installation, deployment and maintenance of systems. System development may occur through the modification of one or several systems or could be built primarily through commercial off the shelf products and services.

**4.9.2** Once the system has been developed/modified, the Contractor may be required to deploy or relocate this system to different locations or platforms. This includes the full range of system and technical engineering functions associated with information systems, applications, platforms, and databases.

**4.9.3** To support this task area, the Contractor may be required to perform technical studies, develop technical plans, review state-of-the-art technologies for potential applications, evaluate commercial off-the-shelf software (COTS) and Government software, conduct workshops, develop detailed technical guidance, or any other required tasks.

#### **4.10. TECHNICAL SUPPORT:€**

**4.10.1.** The Contractor may be required to provide any services necessary to:

- Define and provide solutions to system software or database problems.
- Participate on system software or database engineering teams or provide to those teams expertise in areas of systems software or database requirements, data administration, functional testing or business process improvements.
- Provide workflow products which include but are not limited to documentrics and other workflow applications.
- Develop or maintain systems software or databases.
- Provide systems software.
- Provide database personnel that can perform up to and including the latest release of ORACLE Database as identified in the individual task orders.
- Perform database administration.
- Provide technical services, standards, components or configurations to support systems engineering.
- Provide studies, analyses, overviews, statistical information, definitions, distribution, or any other technical or support services required to manage DSDC products.
- The Contractor shall follow Mil Std 498 for any new and/or existing Software development.

**4.10. 2. The Contractor may be tasked to support centralized, client/server, distributed, or network (Local Area Networks/Wide Area Networks (LAN/WAN)) systems. The Contractor may be required to provide detailed system designs which would include processes, programs, interfaces and program control specifications, module definitions, data usage definitions, prototypes, risk and security plans, and hardware, software and network architectures. Tasks may include:**

- The use of a integrated CASE technology environment.
- Database and file structure design.
- LAN/WAN network schematics.
- Definition or design of system security systems.
- System and database design.
- Provision of the equipment and software necessary for user-directed prototyping and pilot testing.
- The requirement to provide and perform test, conversion and implementation plans as necessary.

#### **4.11. SYSTEM RELOCATION: €**

**The Contractor may be required to provide any and all services necessary to physically relocate a system (either hardware, software or both) from one location to another.**

**4.11.1. The hardware relocation may include deinstallation, provision of packing materials, packing, physically transporting, unpacking, installation, testing and bringing the system to fully operational status.**

**4.11.2. Software relocation includes movement of all systems, application and user software to include all data from one location or platform to another.**

**4.11.3. Software movement may include deinstallation at the old location, media transportation, installation and testing at the new location. Software movement will not be considered completed until all systems, applications and user software, to include all data, is fully operational.**

**4.11.4. The Contractor may be required to provide media to make a complete backup of all software.**



#### **4.12. ACQUISITION SUPPORT:€**

**4.12.1.** The contractor may be required to provide services necessary to develop acquisition documentation, studies, analyses, statements of work, solicitations or requests for proposals, evaluation plans and any other documentation necessary to solicit, evaluate and award a contract to meet specified Government requirements.

**4.12.2.** The Contractor may be required to perform any services necessary to provide assistance to the Contracting Officer's Representative or Contracting Officer's Technical Representative. The Contractor will neither be tasked nor permitted to administer any contract or delivery order awarded to that Contractor, or, that in the Contracting Officers reasonable determination, will present an unavoidable conflict of interest.

#### **5. SKILLS - POSITION DESCRIPTIONS**

Personnel assigned to provide the above services shall be required to possess a diverse set of skills. The skill categories are a potential source of support and are identified in Section J.

#### **6. SECURITY REQUIREMENT**

Each task order shall identify all security requirements related to that task. Contractor employees will be required to meet all security and safety regulations pertinent to the work location and might be required to undergo a National Agency Check. The following security regulations, among others could apply to all work performed under this contract. The Contractor will be provided all security regulations applicable to each task upon request.

DoD 2000-12-H, DoD Protection of DoD Personnel Against Terrorist Acts  
DLAR 5200.11, DLA Personnel Security Program  
DLAM 5200.1, DLA ADP Security Manual  
DODD 5200.23, Security Requirements for Automatic Data Processing Systems  
DoD 5200.28-STD, Trusted Computer Systems Evaluation Criteria  
DLAR 5400.21, Personal Privacy and Rights of Individuals Regarding Their Personal Records

##### **6.1 DoD PERSONNEL SECURITY PROGRAM**

“DoD 5200.2-R, DoD Personnel Security Program, requires DoD military and civilian personnel, as well as DoD consultant and contractor personnel, who perform work on sensitive automated information systems (AISs), to be assigned to positions which are designated at one of three sensitivity levels (ADP-I, ADP-II, ADP-III). These designations equate to Critical Sensitive, Noncritical Sensitive, and Nonsensitive. DLA has implemented the DoD policy in paragraph 3-101 of DLAR 5200.11, DLA Personnel Security Program. The Contractor shall assure that individuals assigned to a sensitive positions, as determined by the Government, have completed the appropriate forms.” For ADP-I and ADP-II positions, the required

investigation shall be completed prior to the assignment of individuals to sensitive duties associated with the position.

## **6.2 THE CONTRACTOR SHALL FORWARD THEIR EMPLOYEE CLEARANCE INFORMATION TO:**

**DLA Administrative Support Center  
ATTN: Command Security Officer  
8725 John J. Kingman Rd., Suite 0119  
Ft. Belvoir, VA 22060-6220**

The provisions outlined above apply to the prime Contractor and any subcontractors the prime Contractor may employ during the course of this contract. No Contractor personnel performing sensitive duties will be allowed to commence work on this effort until his or her trustworthiness has been favorably adjudicated. DLA retains the right to request removal of Contractor personnel, regardless of prior clearance of adjudication status, whose actions, while assigned to this contract, clearly conflict with the interests of the Government. The reason for removal shall be fully documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor shall within five (5) working days assign qualified personnel to any vacancy(ies) thus created.

## **7. GOVERNMENT FURNISHED FACILITIES AND ENVIRONMENT**

For those support services supplied at a Government facility (on-site), the Government will provide the necessary office space, office furniture, telephones, fax machines and copiers. The Contractor may be required provide ADP computer equipment for services performed at the Government site. Other office equipment needed to perform services for the contract at the Government site will be handled on individual delivery orders. The Contractor will provide all facilities and equipment needed for support services performed off-site.

## **8. WORKLOAD ESTIMATE**

A table of estimated hours for each required labor category is provided in Section B. The hourly workload estimate is projected based upon the expected level of work. This workload is an estimate, and actual execution may vary.

## **9. SOFTWARE MATURITY ASSESSMENT PROGRAM/CAPABILITY MATURITY MODEL**

The DSDC Command and Executive Directors have set Software Process Improvement (SPI) and the Achievement of Capability Maturity Model (CMM) Level 2 and 3, as a Primary Goal for DSDC. DSDCD 8120, the DSDC Project Guide for Implementing CMM Level 2 (and eventually, Level 3) is the result of that directive. All DSDC software projects must use the documents, policies, standard processes and procedures in the DSDC Project Guide in order to achieve that goal.

**9.1 The basis for this program is the Software Engineering Institute (SEI's) Capability Maturity Model for Software Development.**

**a. DSDC's goal is to achieve a maturity Level 2 by FY97 and to advance to Level 3 by Calendar year 1998.**

**b. DSDC desires that prime contractors achieve or exceed maturity Levels 2 and 3, concurrent to the DSDC schedule. To determine the contractor's maturity level, a Software Capability Evaluation shall be performed by Defense Contract Management Command (DCMC) prior to award and again prior to exercising option year 2, on the unit of the prime contractor's company responsible for performance under this contract.**

**9.2 The DSDC Project Guide for Implementing the CMM Level 2 is Directive DSDCD 8120. It applies to all organizations that develop or maintain software**

## **ATTACHMENT B**

### **DSETS PERSONNEL QUALIFICATIONS**

**This enclosure specifies the minimum qualifications for personnel required by this contract. (Note: Two additional years of general experience and two additional years of specialized experience may be substituted for the degree requirements.)**

- 1. Program Manager      (Key Personnel)**
- 2. Senior Computer Systems Analyst**
- 3. Computer Systems Analyst**
- 4. Junior Computer Systems Analyst**
- 5. Applications Programmer**
- 6. System Programmer**
- 7. Senior Functional Analyst**
- 8. Functional Analyst**
- 9. Junior Functional Analyst**
- 10. Quality Assurance Manager   (Key Personnel)**
- 11. Quality Assurance Analyst**
- 12. Data Base Manager**
- 13. Data Base Management Specialist**
- 14. System Administrator**
- 15. Systems Operator**
- 16. Senior Systems Engineer**
- 17. Systems Engineer**
- 18. Senior Software Engineer**
- 19. Software Engineer**
- 20. Senior Training Specialist**
- 21. Training Specialist**
- 22. Hardware Specialist**
- 23. Communications Hardware Specialist**
- 24. Communications Software Specialist**
- 25. Communications Network Specialist**
- 26. Data Entry Clerk**
- 27. Operations Manager**
- 28. Communications Network Manager**
- 29. Senior Project Control Specialist   (Key Personnel)**
- 30. Documentation Specialist**
- 31. Technical Writer/Editor**
- 32. Senior Data Standardization Specialist**

33. Data Standardization Specialist
34. Principal Information Engineer (Key Personnel)
35. Senior Information Engineer (Key Personnel)
36. Information Engineer
37. Principal Open Systems Engineer (Key Personnel)
38. Senior Open Systems Engineer
39. Open Systems Engineer
40. Senior Computer Systems Security
41. Computer Systems Security Specialist
42. Graphics Specialist
43. Junior Systems Engineer
44. Junior Software Engineer
45. Student System Engineering
46. Senior Hardware Installation Technician
47. Hardware Installation Technician
48. Hardware Draftsman
49. Program Administration Specialist (Key Personnel)
50. Project Manager (Key Personnel)
51. Principal Systems Architect
52. Senior Systems Architect
53. Senior Application Engineer
54. Applications Engineer
55. Senior Data Base Management Specialist (Key Personnel)
56. Acquisition Specialist
57. Contract Specialist
58. Marketing Specialist
59. Senior Network Installation Technician
60. Network Installation Technician
61. Network Draftsman
62. Communications Specialist
63. Principal Business Process Reengineering Specialist (Key Personnel)
64. Sr. Business Process Reengineering Specialist
65. Cost Analyst
66. Senior Business Planning and Management Specialist
67. Senior Performance Measurement Specialist
68. Senior Organizational Development Specialist
69. Senior Training Needs Analyst
70. Training Needs Analyst
71. Statistician
72. Audio Visual Expert
73. Multi Media Specialist
74. Senior Applications/Computer Systems Test Manager
75. Clerical Assistant

**1. Program Manager (Key Personnel)**

**ADP-I**

**A. Duties.** Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

**B. Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least six years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

**2. Senior Computer Systems Analyst**

**ADP-III**

**Duties.** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of eight years experience, of which at least five years must be

specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as ADA, Cobol, 4GL, and DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

A Master of Sciences degree in Computer Science will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. degree in Computer Science will be considered equivalent to two years specialized experience and three years general experience.

### **3. Computer Systems Analyst**

### **ADP-III**

**Duties.** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for Automated Data Processing (ADP) systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as ADA, COBOL, 4GL, and DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

A Master of Sciences degree (in the fields described in this paragraph) will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. degree in Computer Science will be considered equivalent to two years specialized experience and three years general experience.





#### **4. Junior Computer Systems Analyst**

#### **ADP-III**

**Duties.** Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer system analysts in preparing input and test data for the proposed system.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years experience, of which at least two years must be specialized.

Specialized experience includes: two years analyzing and programming applications on large-scale computers with a minimum of one year of design and programming of moderately complex ADP systems. General experience includes increasing responsibilities in assignments of a technical nature. Typically required to work under close supervision and direction.

A Master of Sciences degree in Computer Science or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

#### **5. Applications Programmer**

#### **ADP-III**

**Duties.** Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **6. System Programmer**

**ADP-III**

**Duties.** Create and/or maintain operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software, as well as, create special-purpose software to ensure efficiency and integrity between systems and applications.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: ADP systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **7. Senior Functional Analyst**

**ADP-III**

**Duties.** Analyze user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least six years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **8. Functional Analyst**

**ADP-III**

**Duties.** Analyze user needs to determine functional requirements. Performs

functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of five years experience, of which at least three years must be specialized.

Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **9. Junior Functional Analyst**

**ADP-III**

**Duties.** Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database management systems.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years experience, of which at least two years must be specialized.

Specialized experience includes developing functional requirements for complex integrated ADP systems. Typically required to work under close supervision and direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **10. Quality Assurance Manager (Key Personnel)**

**ADP-III**

**Duties.** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**11. Quality Assurance Analyst**

**ADP-III**

**Duties.** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: software testing and integration and demonstrated knowledge of system and project life cycles. General experience includes working with quality control methods and tools. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**12. Data Base Manager**

**ADP-III**

**Duties.** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on Data Base Management Systems (DBMS) concepts. Provides daily supervision and direction to support staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: demonstrated experience with data base management systems design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**13. Data Base Management Specialist**

**ADP-III**

**Duties.** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized.

Specialized experience includes: demonstrated experience using current DBMS technologies and other application design utilizing various data base management systems and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

#### **14.           System Administrator**

**ADP-III**

**Duties.** Supervises and manages the daily activities of configuration and operation of business systems. Optimize system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years experience, of which at least three years must be specialized experience in administrating UNIX or open systems-compliant systems.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

#### **15.           Systems Operator**

**ADP-III**

**Duties.** Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

**Qualifications.** An Associates of Arts degree (in the fields described in this paragraph) is required. This position requires a minimum of three years experience, of which at least two years must be specialized experience operating a large-scale computer system. Must demonstrate sufficient knowledge of programming to

understand how programs use computer hardware.

**16. Senior Systems Engineer**

**ADP-III**

**Duties.** Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized.

Specialized experience includes: supervision of system engineers, and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities. General experience includes increasing responsibilities in systems engineering.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

**17. Systems Engineer**

**ADP-III**

**Duties.** Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of three years experience, of which at least one year must be specialized.

Specialized experience includes: analytically solving problems of workflows, organization and planning. General experience includes increasing responsibilities in systems engineering.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general

experience.

**18. Senior Software Engineer**

**ADP-III**

**Duties.** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience managing or performing software engineering activities, of which at least three years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/forth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Must be familiar with applicable standards.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two year specialized experience and three years general experience.

**19. Software Engineer**

**ADP-III**

**Duties.** Designs software tools and subsystems to support software reuse and domain analysis. Interprets software requirements and design specifications to code, and integrates and tests software components.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of three years experience as a software engineer; two years experience working with Ada, SQL, and third/forth generation languages in the design and implementation of systems and one year working with data base management systems.

A Master of Sciences degree in Computer Science, Information Systems,



Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience as a software engineer.

**20. Senior Training Specialist**

**ADP-III**

**Duties.** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision and direction to staff.

**Qualifications.** A BA or BS degree in any field. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: experience in developing and providing ADP and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two year specialized experience and three years general experience.

**21. Training Specialist**

**ADP-III**

**Duties.** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Qualifications.** A BA or BS degree in any field. This position requires a minimum of five years experience, of which at least two years must be specialized. Specialized experience includes: experience in developing and providing ADP and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to

**communicate orally and in writing.**

**A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.**

## **22.        *Hardware Specialist***

**ADP-II**

**Duties.** Reviews computer systems in term of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and that the solutions will satisfy the user's requirements.

**Qualifications.** An Associates of Arts degree (in the fields described in this paragraph) is required. This position requires a minimum of seven years experience, of which at least three years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities and complexity in ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

A Bachelor's degree (in the fields described in this paragraph) will be considered equivalent to one year specialized and three years general experience.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

## **23.        *Communications Hardware Specialist***

**ADP-II**

**Duties.** Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Adds, deletes, and modifies; as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software. Analyzes and implements communications standards and protocols according to site requirements.

**Qualifications.** An Associates of Arts degree (in the fields described in this paragraph) is required. This position requires a minimum of seven years experience, of which at least three years must be specialized. Specialized experience includes: installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers); using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results. General experience includes using and managing network and computer

**communications equipment. Must demonstrate the ability to work independently or under only general direction.**

**A Bachelor's degree (in the fields described in this paragraph) will be considered equivalent to one year specialized and three years general experience and**

**A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.**

**24.           *Communications Software Specialist***

**ADP-III**

**Duties.** Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications hardware.

**Qualifications.** A Bachelor's degree (in the fields described in this paragraph) is required. This position requires a minimum of seven years experience, of which at least three years must be specialized. Specialized experience includes: developing, testing, installing, and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors, and emulators); using and implementing communications standards. General experience includes all aspects of network and computer communications software. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**25.           *Communications Network Specialist***

**ADP-III**

**Duties.** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimize network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least three years must be specialized. Specialized experience includes: designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks, particularly; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems. General experience includes all aspects of computer networks. Must demonstrate the ability to work independently or under only general direction.

**A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.**

**26. Data Entry Clerk**

**ADP-IIi**

**Duties.** Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable.

**Qualifications.** Requires a high school diploma and one year experience in data entry and verification. Typically required to work under close supervision and direction.

An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half (1/2) years of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

**27. Operations Manager**

**ADP-II**

**Duties.** Manage computer operations. Schedule machine time and directs data entry efforts. Provides users with computer output.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**28. Communications Network Manager**

**ADP-III**

**Duties.** Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position

requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: supervising the operation and maintenance of communications network systems. General experience includes all aspects of communications networks.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**29.           Senior Project Control Specialist    (Key Personnel)           ADP-III**

**Duties.** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. May perform complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: preparation and analysis of financial statements. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

A Master of Business Administration or Graduate degree in a related study will be considered equivalent to one year specialized experience and two years general experience.

**30.           Documentation Specialist   ADP-I**

**Duties.** Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Qualifications.** An Associates of Arts degree (in the fields described in this paragraph) is required. This position requires a minimum of five years experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable



standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Must demonstrate the ability to work independently or under only general direction.

A Bachelor's degree (in the fields described in this paragraph) will be considered equivalent to three years general experience.

**31.        *Technical Writer/Editor***

**ADP-I**

**Duties.** Assist in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions.

**Qualifications.** A Bachelor's degree in English, Literature, or other related discipline applicable to this position. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

A Graduate degree in Literature or related study will be considered equivalent to one year specialized experience and two years general experience.

**32. Senior Data Standardization Specialist**

**ADP-III**

**Duties.** Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluates proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensures that the proposed objects are consistent with data and process models. Provides daily supervision and direction to staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least two years must be specialized. Specialized experience includes: building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects. General experience includes technical writing, process and/or data modeling.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**33. Data Standardization Specialist**

**ADP-III**

**Duties.** Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluated proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensures that the values of object attributes and domain are accurate and correct. Ensures that the proposed objects are consistent with data and process models.

**Qualifications.** An Associates of Arts degree is required. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects. General experience includes technical writing and/or in process, or data modeling. Must demonstrate the ability to work independently or under only general direction.

A Bachelor's degree in Computer Science, Information Systems, Engineering or

other related scientific or technical discipline will be considered equivalent to three years general experience.

**34.           Principal Information Engineer    (Key Personnel)           ADP-III**

**Duties.** Applies the concept of operations set of disciplines for the planning, analysis, design and construction of information systems across a major sector of the organization. Develops analytical and computational techniques and methodology for problem solutions. Performs strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Qualifications.** A Master of Sciences degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline. This position requires ten years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of five years experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.

A Ph.D. in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years specialized experience and three years general experience.

**35.           Senior Information Engineer    (Key Personnel)           ADP-III**

**Duties.** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the CIM guiding principles,

cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least five years must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. degree (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

### **36. Information Engineer**

**ADP-III**

**Duties.** Applies business-wide disciplines for the planning, analysis, design and construction of information systems on an business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of five years experience, of which at least two years must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: two years experience in the implementation of information engineering projects and experience in systems analysis; design and programming using CASE and IE tools and methods. Two years business/functional experience is desirable, to support the business modeling

activities. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

**37.        *Principal Open Systems Engineer    (Key Personnel)    ADP-III***

**Duties.** Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards - such as the IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of IM solutions on the application platform, across the application program interface (API), and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software and hardware components to ensure the integration of these components into interoperable IM designs.

**Qualifications.** A Master of Sciences degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline. This position requires a minimum of ten years experience in the information systems/software engineering field. Must have at least five years of specialized experience in the following technology/standard areas: POSIX, GOSIP, GUI, Ada, 4GL, CASE, object oriented technologies, OPENbus, DBMS, SQL, IRDS, ODA, CALS, EDI, simulation and modeling, automated systems security, software metrics/systems effectiveness measurement tools, multimedia applications, Online Transaction Processing (OLTP), distributed computing, and process/data/DISA modeling methods and tools. Must demonstrate experience in the analysis and validation of reusable software and hardware components.

A Ph.D. in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years specialized experience and three years general experience.

### **38. Senior Open Systems Engineer**

**ADP-III**

**Duties.** Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards - such as the IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of IM solutions on the application platform, across the application program interface (API), and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software and hardware components to ensure the integration of these components into interoperable IM designs. Provides daily supervision and direction to staff.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. This position requires a minimum of ten years experience in the information systems/software engineering field. Must have at least five years of specialized experience in the following technology/standard areas: POSIX, GOSIP, GUI, Ada, 4GL, CASE, object oriented technologies, OPENbus, DBMS, SQL, IRDS, ODA, CALS, EDI, simulation and modeling, automated systems security, software metrics/systems effectiveness measurement tools, multimedia applications, Online Transaction Processing (OLTP), distributed computing, and process/data/DISA modeling methods and tools. Must demonstrate experience in the analysis and validation of reusable software and hardware components.

A Master of Sciences degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

### **39. Open Systems Engineer**

**ADP-III**

**Duties.** Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards - such as the IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of IM solutions on the

application platform, across the application program interface (API), and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software and hardware components to ensure the integration of these components into interoperable IM designs.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. This position requires a minimum of five years experience in the information systems/software engineering field. Must have at least three years of specialized experience in the following technology/standard areas: POSIX, GOSIP, GUI, Ada, 4GL, CASE, object oriented technologies, OPENbus, DBMS, SQL, IRDS, ODA, CALS, EDI, simulation and modeling, automated systems security, software metrics/systems effectiveness measurement tools, multimedia applications, Online Transaction Processing (OLTP), distributed computing, and process/data/DISA modeling methods and tools. Must demonstrate experience in the analysis and validation of reusable software and hardware components. Must demonstrate the ability to work independently or under only general direction.

A Master of Sciences degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

#### **40. Senior Computer Systems Security**

**ADP-III**

**Duties.** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation of the MLS and the monitoring of this plan. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff.

**Qualifications.** Must have a Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

A Master of Sciences degree in Electrical Engineering, Information Science,

Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline will be considered equivalent to one year of specialized experience and two years general experience.

**41. Computer Systems Security Specialist**

**ADP-III**

**Duties.** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

**Qualifications.** Must have a Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

A Master of Sciences degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.



**42. Graphics Specialist**

**ADP-I**

**Duties.** Shall support the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Shall be responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Qualifications.** Requires a high school degree and a minimum of two years experience in developing graphics/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word) and graphics (Harvard, Freelance, etc.) systems. Experience with desktop publishing systems is desirable. Must demonstrate the ability to work independently or under only general direction.

An Associate of Arts degree in Computer Science, Information or other related scientific or technical discipline will be considered equivalent to one year experience.

**43. Junior Systems Engineer**

**ADP-II**

**Duties.** Analyses information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Systems Engineers develop appropriate corrective action.

**Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position is for recent college graduates and requires no experience.

**44. Junior Software Engineer**

**ADP-II**

**Duties.** Participates in the design of the software tools and subsystems to support reuse and domain analysis. Assists Senior Software Engineers to interpret software requirements and design specifications to code, and integrate and test software components.

**Qualifications.** A Bachelor's degree in Computer science, Information Systems, Engineering Business, or other related scientific or technical discipline. The position is for recent college graduates and

**requires no experience**

**45.        *Student System Engineering***

**ADP-II**

**Duties.** Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization and planning and helps develop appropriate corrective action.

**Qualifications.** Currently enrolled as a full-time student at a University or college and is majoring in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position is limited to part-time or summer-hire students.

**46.        *Senior Hardware Installation Technician***

**ADP-II**

**Duties.** For prototype programs, organizes and directs sites Surveys, Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

**Qualifications.** Minimum education requirement is a high school diploma. This position requires a minimum of ten years experience of which at least five years must be specialized. Specialized experience includes, analysis, design, and installation of computer based systems. analysis, design, and installation of local area nets, and analysis and installation of communication system. General experience includes increasing responsibilities in technical management.

**47.        *Hardware Installation Technician***

**ADP-II**

**Duties.** For prototype programs, conducts site surveys, assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirement and prepares

specifications for hardware acquisitions. Prepares engineering plans and site installation technical design packages. Develops installation schedules. Prepares drawings, documenting configuration changes at each site. Prepares site installation, test reports and builds specialized interconnecting cables. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in the proper use of hardware.

Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of five years experience of which at least three years must be specialized. Specialized experience includes, analysis and installation of computer based systems, analysis and installation of local area nets, fiber optic cable installation, specialized interconnect cable design and fabrication, and analysis and installation of communications systems. Proven ability to work independently or under only general direction.

**48.            *Hardware Draftsman***

**ADP-II**

Duties. Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnects and mechanical plans for specialized hardware.

Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of 7 years drafting experience. A diversified drafting background is required. A minimum of 4 years experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently or under only general supervision.

**49.            *Program Administration Specialist (Key Personnel)***

**ADP-III**

A. Duties. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, delivery order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

B. Qualifications. Requires a Bachelor's degree in any field with a minimum of four years experience, of which at least two years must be specialized. Specialized experience in project development, and the expertise in the management and control of funds resources, and multi-task contracts.. Works

with limited supervision and direction. Required to use judgement and initiative in problem solving.

**50. *Project Manager*                      *(Key Personnel)*                      *ADP-III***

A. Duties. Serves as the project manager for a large, complex delivery order (or a group of delivery orders affecting the migration, legacy and/or the development of new systems). The Project Manager shall assist the program manager in working with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), the Contracting Officer's Technical Representative(s) (COTR(s)), government management personnel and customer agency representatives. Under the guidance of the Program Manager, the project manager is responsible for the overall management of the specific delivery order(s) and insuring that the technical solutions and schedules in the delivery order are implemented in a timely manner. Performs organizational wide integration planning and interfaces to other functional systems.

**B. Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks. The project manager requires the proven expertise in the management and control of funds and resources. They must demonstrate the capability in managing complex multi-task contracts.. General experience includes increasing responsibilities in information systems design and management.

1. With a Master's Degree (in the fields described in B above): five years of general experience of which at least three years specialized experience is required.
2. With a PhD (in the fields described in B above) four years of general experience of which at least two years specialized experience is required.

**51. Principal Systems Architect** ***ADP-III***

**A. Duties.** Establishes system information requirements using analysis of the information engineer(s) in the development of organizational - wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM)

solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**B. Qualifications.** A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.

1. With a PhD (in the fields described in B above): eight years of general experience is required of which at least six year must be specialized experience.

## **52. Senior Systems Architect**

### **ADP-III**

**A. Duties.** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**B. Qualifications.** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required. With a PhD (in the fields described in B above) six years of general experience is required of which at least five year must be specialized experience.

**53. Senior Application Engineer**

**ADP-III**

A. Duties. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.

**54. Applications Engineer**

**ADP-II**

A. Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized.

Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required.

**55. Senior Data Base Management Specialist (Key Personnel) ADP-III**

A. Duties. Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages including the latest versions of ORACLE databases. General experience includes increasing responsibilities in the development and maintenance of data base systems.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.

**56. Acquisition Specialist ADP-III**

A. Duties. Assists in the preparation of acquisition documentation (Requirements, Analysis, Justification, Solicitation, Specifications and SOWs). Develops and/or reviews Statements Of Work. Provides acquisition support services for FIP and non-FIP resources. Provides technical leadership in vendor proposal evaluation, selection and initial acceptance testing.

B. Qualifications. Requires a Bachelor's degree in Business, Computer Science or Management or other related discipline. This position requires a minimum of four years general experience, of which at least two years must be specialized. Specialized experience in acquisition documentation, procedures, solicitations and contracts. Works with limited supervision and direction. Required to use judgement and initiative in problem solving.



**57. Contract Specialist**

**ADP-III**

A. Duties. Performs a full Range of PreAward and /or Post Award functions in the Acquisition of Services, Supplies, Equipment, Construction or ADP Contracting. Procures Major Items by use of Simplified Small Purchase. Sealed Bid and Formal Negotiated Contract Procedures. Solicits offers from contractors. Processes and Participates in the evaluation of the Bids and Proposals. Analyzes proposed prices and costs, as well as any technical issues. Meets with Contractor Representatives to discuss and develop contractual agreements. Prepares the Award documents. Processes Contract Termination for Default and No Cost Settlements on Termination for Convenience functions. Coordinates schedules to facilitate completion of proposals, contract deliverables, delivery order review, and IPR preparation.

B. Qualifications. Requires a Bachelor's degree in Computer Science, Business or other related discipline.

This position requires a minimum of four years of general experience of which at least two years must be specialized experience in contract administration.

**58.           Marketing Specialist**

**ADP-II**

A. Duties. Assists in the preparation of new customer development, customer account management, product and service reviews. Conducts market research for products, capabilities and customer satisfaction surveys. Prepares market analyses and strategies. Perform and Prepares Software Quality Assurance reviews, audits, presentations and briefings.

B. Qualifications. Requires a Bachelor's degree in Computer Science, Business or Marketing with a minimum of four years general experience, of which at least two years must be specialized. Specialized experience in customer integration (i.e Business, Marketing, Finance, Product and Personnel) issues. Required to use and provide judgment, initiative and direction in new customer development, account management and product and service review..

**59.           Senior Network Installation Technician**

**ADP-III**

A. Duties. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of ten years experience of which at least five years must be specialized. Specialized experience includes: supervision of installation technicians; analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.

1. With an Associate's Degree: nine years general experience of which at least five years must be specialized experience is required.

2. With a Bachelor's Degree: eight years general experience of which at least four years must be specialized experience is required.

**60.           Network Installation Technician**

**ADP-III**

A. Duties. Conducts site Surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of five years experience of which at least three years must be specialized. Specialized experience includes: analysis, design, and installation of local area networks; and analysis and installation of communications systems. Specialized experience includes use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.

1. With an Associate's Degree: four years general experience of which at least three years must be specialized experience is required.

2. With a Bachelor's Degree: three years general experience of which at least two years must be specialized experience is required.

## **61. Network Draftsman**

**ADP-II**

A. Duties. Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, network configuration and design.

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of 7 years drafting experience. Four years specialized experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must demonstrate the ability to work independently or under only general supervision.

1. With an Associate's Degree: six years general experience of which at least three years must be specialized experience is required.

2. With a Bachelor's Degree: five years general experience of which at least two years specialized experience is required.

## **62. Communications Specialist**

**ADP-II**

A. Duties. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations.

Plans installations, transitions, and cutovers of network components and capabilities.  
Coordinates requirements with users and suppliers.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related fields. This position requires a minimum of six years experience, of which at least four years must be specialized experience in one of the following: communications software, communications hardware or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction.

Communications Hardware specialized experience includes: installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers); using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.

Communications Software specialized experience includes: developing, testing, installing, and operating network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors, and emulators); using and implementing communications standards.

Network Specialty specialized experience includes: designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.

### **63. *Principal Business Process Reengineering Specialist (Key Personnel) ADP-III***

A. Duties. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized.

Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering Specialist.

1. With a PhD (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.

**64. Sr. Business Process Reengineering Specialist *ADP-III***

A. Duties. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Senior Business Process Engineers or may work independently.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineers.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required. With a PhD (in the fields described in B above): six years general experience of which at least five years must be specialized experience is required.

**65. Cost Analyst *ADP-II***

A. Duties. Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems,

Engineering, Business, Accounting, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems of a technical and fiscal nature.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.

#### **66. Senior Business Planning and Management Specialist** **ADP-III**

A. Duties. Applies Strategic and Business Planning methodologies, processes and principles to develop organizational strategic, tactical and operational business plans based on best industry practices. Duties include environmental analysis, best practices identification, strategy and goal formulation, resource analysis, strategy evaluation and control. Responsible for identification of interfaces to other control systems such as budgeting, financial, information, and performance systems. Provides facilitation and training of leadership and management groups in strategic thinking, business planning, execution, and control.

B. Qualifications. . A Bachelor's degree (in the fields described in this paragraph) will be considered with twelve years experience of which at least ten years must be specialized

1. A Master's degree in Business or Management Sciences or other related scientific, technical or business discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized.

#### **67. Senior Performance Measurement Specialist** **ADP-III**

A. Duties: Applies state-of-the-art performance measurement techniques to develop performance plans and performance measurements linked to strategic and operational business plans. Responsible for developing a performance measurement system including accountability matrices, criteria for performance measures, and performance system implementation guidelines with emphasis on the Government Performance and Results Act (GPRA) requirements. Provides facilitation and training of management and leadership groups in formulating and/or refining performance indicators for business goals and objectives related to an information technology services business. Duties include defining key results of program mission and developing indicators and measurements to manage the business processes to achieve program results.

B. Qualifications. A Master's degree in Business or Management Sciences, Industrial

Engineering and Management, Information Systems, or other related discipline. This position requires a minimum of ten years experience, of which at least eight must be specialized. Specialized experience may include strategic and business planning, operational planning and control, business process reengineering, program evaluation, and performance systems.

**68. Senior Organizational Development Specialist**

**ADP-III**

A. Duties: Responsible for organizational planning and systems development for achieving optimal use of the organization's human assets. Responsible for using state-of-the-art organizational development techniques in designing organizational structures, management systems, and performance evaluation systems. Assists management in diagnosing organizational or system problems and implementing plans for problem resolution and performance improvement. Duties include assessing the effectiveness of designated corporatewide or divisional programs with respect to their stated goals and objectives. Identifies and develops plans for increasing management effectiveness and improving work relationships.

B. Qualifications: A Master's Degree in Organizational Development, Human Resource Development/Management, or other related discipline. This position requires a minimum of ten years experience, of which at least eight must be specialized. Specialized experience may include organizational development, organizational analysis and planning, management and performance system design and evaluation, and organizational redesign and reengineering.

**69. Senior Training Needs Analyst**

**ADP-III**

A. Duties: Applies state-of-the-art needs analysis techniques to business processes in which the organization must maintain or develop competence. Responsible for developing profiles of the knowledge and skills needed to perform these business functions. Duties include using strategic and business plans to identify future knowledge and skill needs; analyzing anticipated changes in processes or technologies to determine implications for future knowledge and skill requirements, defining current knowledge and skill needs, identifying gaps between current and future knowledge and skill needs, defining individual competencies required to sustain and/or redirect the organization's competencies, and advising on training program(s) required to sustain and/or redirect the organization's competencies.

B. Qualifications: A Master's Degree in Human Resources Development/Management, Instructional Design, Education, or other related discipline. This position requires a minimum of ten years experience, of which at least eight must be specialized. Specialized experience may include needs assessment, knowledge and skills analysis, instructional systems design, training program design, training development and evaluation, bench marking, organizational development, organizational competency development, and workforce planning.

## **70. Training Needs Analyst**

### **ADP-II**

A. Duties: Applies state-of-the-art needs analysis techniques to business processes in which the organization must maintain or develop competence. Duties include developing plans for the long-term development of each competency needed by the organization, defining organizational standards for the quality of training and development activities required to sustain and/or redirect the organization's competencies, mapping organizational competencies to constituent individual competencies and defining processes for developing and maintaining individual development plans.

B. Qualifications: A Bachelor's Degree in Human Resources Development/Management, Instructional Design, Education, or other related discipline. This position requires a minimum of ten years experience, of which at least six must be specialized. Specialized experience may include needs assessment, knowledge and skills analysis, instructional systems design, training program design, training development and evaluation, bench marking, organizational development, organizational competency development, and workforce planning.

## **71. Statistician**

### **ADP-II**

A. Duties: Responsible for the selection, adoption and use of proper statistical methods of analysis and presentation appropriate to a business problem. Duties include collecting, compiling, describing, organizing, analyzing, interpreting and presenting information in numerical form. Uses or recommends ways of using statistical techniques in the solution of specific business problems requiring quantitative data. Evaluates data quality, and advises on ways to improve data quality and ensure data integrity. Advises on the selection, adaptation and use of standard statistical techniques to specific business processes/situations, including advising on the relevant statistical theories, assumptions and principles. Recommends new and improved methods for obtaining data.

B. Qualifications: A Bachelor's Degree in Statistics, Mathematics or other related scientific discipline. This position requires a minimum of eight years experience, of which at least six must be specialized. This position also requires knowledge of and skill in using commonly - used software statistical analyses packages such as SAS and SPSS. Specialized experience may include statistical work in the fields of economics, education , engineering, demography operations and administration and insurance.

## **72. Audio Visual Expert**

### **ADP-I**

A. Duties: Works with requesters and subject matter experts; develops scripts and



storyboards to accompany audiovisual productions. As required by the project, conducts in-depth research into and decisions regarding the subject-matter to be depicted from broad concepts presented by the customer. Develops and coordinates scripts, makes revisions to scripts as a result of coordination with customer. The work requires translating subject matter ideas and information into visual products involving decisions on what aspects of the subject matter will be depicted and emphasized as well as how each will be depicted. Because much of the incumbent's work is "the first time", the employee plays a major role in transforming ideas and information into a visual product. Schedules and conducts pre-production planning conferences, as appropriate, with project managers, Executive Directors, Command, subject matter experts, and personnel from other agencies. As applicable, provides alternatives/options on state-of-the-art techniques and processes available to represent information in video presentations. As required, persuades program managers, etc., in the use of more effective techniques and processes, some of which are novel or unique to the organization.

B. Qualifications: Bachelor's degree in Broadcast Communications, Communications, Film and Television or other related arts or communications disciplines. This position requires a minimum of ten years experience, of which at least six years must be specialized. Specialized experience includes: audio and visual production (inception to delivery), scripting, directing, set management, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in audio visual production design and management.

A Master of Sciences degree in Broadcast Communications, Communications, Film and Television or other related arts or communications discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

### **73. Multi Media Specialist**

**ADP-I**

#### **DUTIES:**

A. Duties: Professional knowledge of a wide range of concepts, principles, and practices for communicating information through multi-media means and the ability to apply this knowledge to all phases of audiovisual production, programming, and editing to complete video productions to be used for information, education, and training related to the mission accomplishment. The incumbent applies knowledge of multi-media production to a wide range of audiovisual production techniques in rehearsing and directing the actions of casts and composing programs with multiple visual or audio elements and other complicating features. The incumbent is responsible for providing multi-media services to include video and audio recording, television production, computer graphics integration and maintenance of an audiovisual library operation in support of customers. Included in the multi-media presentations are representations of actual events, dialogue, narration, sound effects, music and animation. Uses a personal computer and a variety of software packages for graphics, animation, PC based editing, interactive video and related state-of-the-art technology applicable to a wide variety of projects.

#### **QUALIFICATION:**

B. Qualifications: A Bachelor's degree in Broadcast Communications, Communications, Film and Television or other related arts or communications disciplines. This position requires a minimum of ten years experience, of which at least six years must be specialized. Specialized experience includes: multi media production (inception to delivery), computer graphics scripting, computer editing, computer integration into audio/visual production and demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in multi media production design and management.

A Master of Sciences degree in Broadcast Communications, Communications, Film and Television or other related arts or communications discipline will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. (in the fields

described in this paragraph) will be considered equivalent to two years specialized experience and three years general experience.

#### **74.        *Senior Applications/Computer Systems Test Manager    ADP-III***

A. Duties. Provides technical and administrative direction for personnel performing software test and evaluation tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program Manager and other team members to ensure problem solution, appropriate risk reduction, and user satisfaction. Makes recommendations, if needed, on test and evaluation strategies for major systems installations. Estimates software testing costs and schedule. Prepares milestone status reports and deliveries/presentations on the system test and evaluation concept to colleagues, subordinates, and end user representatives. Provides direction to test and evaluation support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: test and evaluation of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as ADA, COBOL, 4GL, and DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate test plans and procedures for customer agency representatives and computer programmers to use in testing and evaluation of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems testing and evaluation is required.

A Master of Sciences degree in Computer Science will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. degree in Computer Science will be considered equivalent to two years specialized experience and three years general experience.

#### **75. *Clerical Assistant***

**ADP-III**

A. Duties. Performs office clerical duties including a variety of support tasks requiring the collecting, compiling, evaluating and publishing of information and statistical data included in documents, records, forms, reports, plans, policies and regulations. Needs typist and general office skills to consolidate information regarding project status and other documents.. Needs knowledge of office automation systems using several types of software for various office needs. Utilizes Personal Computers and packaged software, including spreadsheet, DBMS, Word Processing and graphics to produce reports or briefings. Maintains correspondence suspense files, records, files for reports, operating procedures,

internal memorandums, and composes correspondence.

B. Qualifications. Requires a high school diploma and one year experience in data entry and verification. Typically required to work under close supervision and direction.

An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half (1/2) years of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.



## **ATTACHMENT C**

### **AUTOMATED INFORMATION SYSTEMS (AIS) EXPERIENCE:**

Contractor reference of the associated AIS subsystems are listed in this attachment:

### **PROCUREMENT & CONTRACT PAYMENT**

CONTRACT AUDIT FOLLOW-UP (CAF)  
CONTRACTOR INVOICE SYSTEM (COINS)  
CONTRACT MANAGEMENT PAPERLESS AUTOMATION SUPPORT  
SYSTEM (COMPASS)  
CONTRACTOR PROFILE SYSTEM (CPS)  
DoD CUSTOMS DUTY FREE MANAGEMENT SYSTEM (CUSTOMS)  
DEFENSE AUTOMATED DISPOSAL SYSTEM (DADS)  
STANDARD PROCUREMENT SYSTEM (SPS)/DPACS/MOCAS  
IN-PLANT QUALITY ASSURANCE REPRESENTATIVE (IPQAR)  
MECHANIZATION OF CONTRACT ADMINISTRATION SERVICES  
(MOCAS)  
TERMINATION AUTOMATED MANAGEMENT SYSTEM (TAMS)  
DLA PREAWARD CONTRACTING SYSTEM (DPACS)  
SAMMS PROCUREMENT BY ELECTRONIC DATA EXCHANGE(SPEDE)  
AUDIT TRANSFER SYSTEM (ATS)  
DEFENSE CONTRACT ADMINISTRATION REIMBURSABLE REPORTING  
SYSTEM (DCARRS)  
EXECUTIVE INFORMATION SYSTEM (EIS)

## **SUBSISTENCE MANAGEMENT€**

DEFENSE INTEGRATED SUBSISTENCE MANAGEMENT SYSTEM  
(DISMS)  
FRESH FRUITS AND VEGETABLES ORDERING AND RECEIPT SYSTEM  
(FFAVORS)

## **LOGISTICS SUPPORT€**

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS)  
MILITARY ENGINEERING DATA ASSET LOCATOR SYSTEM (MEDALS)  
MEDICAL CATALOG  
ENVIRONMENTAL REPORTING LOGISTICS SYSTEM (ERLS)  
SAFETY AND HEALTH INFORMATION REPORTING SYSTEM (SHIRS)  
COMPLIANCE ASSISTANCE PROGRAM (CAP)  
HAZARDOUS MATERIEL INFORMATION SYSTEM (HMIS)

## **TECHNOLOGY SUPPORT€**

DATA DELIVERY SERVICE (DDS)  
DLA FILE TRANSFER (DFT)  
INTERSYSTEMS APPLICATION COMMUNICATION SERVICES (ISACS)  
STANDARD AUGMENTED MASS STORAGE ACCESS METHODS (SAMSAM)  
INFORMATION EXCHANGE (INX)  
MECHANIZATION OF REPORTS DISTRIBUTION SYSTEM (MORDS)  
OPENLINK  
DSAC TECHNOLOGY UTILITIES  
CUSTOMER ASSISTANCE AND RELEASE TRACKING SYSTEM (CARTS)  
SOURCE LIBRARIAN AND PREPROCESSOR (SLAP)  
LINES OF CODE AND PROGRAM INVENTORY REPORTING SYSTEM  
(LOCAPIRS)  
CAPACITY DECISION SUPPORT SYSTEM (CDSS)  
DLA INFORMATION SYSTEMS PERFORMANCE REPORT (DISPR)  
DLAMON  
ON-LINE REPORT SYSTEM (ORS)  
MESSAGE ACCOUNTABILITY DELIVERY SYSTEM (MADS)  
EZ-MAIL

## **FUELS MANAGEMENT€**

FUELS AUTOMATED SYSTEM (FAS)  
DEFENSE FUEL AUTOMATED MANAGEMENT SYSTEM (DFAMS)  
AUTOMATED VOUCHER EXAMINATION AND DISBURSEMENT SYSTEM  
(AVEDS)  
PRE-DFAMS POSTS, CAMPS, AND STATIONS (PC&S)  
INTERIM AVEDS PC&S System  
BID EVALUATION MODEL (BEM)

## **BASE SUPPORT€**

BASE OPERATIONS SUPPORT SYSTEM (BOSS)  
EQUIPMENT MANAGEMENT AND CONTROL SYSTEM (EMACS)

## **DISTRIBUTION MANAGEMENT€**

DEFENSE SUBSISTENCE OFFICE AUTOMATED TRANSPORTATION  
SYSTEM (DSOATS)  
TRANSPORTATION AUTOMATED MANAGEMENT SYSTEM (TRAMS)  
DLA WAREHOUSING & SHIPMENT PROCEDURES (DWASP)  
AUTOMATED WAREHOUSE SYSTEM  
STOCK CONTROL AND DISTRIBUTION SYSTEM (SC&D)  
WHOLESALE AND RETAIL RECEIVING/SHIPPING SYSTEM (WARRS)  
TRANSPORTATION ROUTING AND DOCUMENTATION (TRAD)  
SHIPPING INFORMATION SYSTEM (SIS)  
NAVAL INTEGRATED STORAGE TRACKING AND RETRIEVAL SYSTEM  
(NISTARS)  
DISTRIBUTION STANDARD SYSTEM (DSS)  
MANAGEMENT & CONTROL SYSTEM (M&CS)  
MANAGEMENT INFORMATION SYSTEM (MIS)  
STANDARD DEPOT SYSTEM (SDS)  
STANDARD DEPOT SYSTEM LEGACY (SDS LEG)  
EQUIPMENT CONTROL SYSTEM (ECS)  
PROCESS CONTROL SYSTEM (PCS)

## **REUTILIZATION & MARKETING SUPPORT€**

DEFENSE REUTILIZATION AND MARKETING AUTOMATED  
INFORMATION SYSTEM (DAISY)  
SMALL ARMS SERIALIZATION PROGRAM (SASP)

CONTRACTOR INVENTORY REDISTRIBUTION SYSTEM (CIRS)  
DAISY NATIONAL SALES PROGRAM (DNSP)

### **HARDWARE / C&T / MEDICAL SUPPORT€**

AUTOMATED INVENTORY MANAGER SUPPORT (AIMS)  
CUSTOMER DEPOT COMPLAINT SYSTEM (CDCS)  
CATALOGING TOOLS ON-LINE (CTOL)  
DoD EMERGENCY SUPPLY EXPERT SYSTEM (DESEX)  
ENGINEERING DATA MANAGEMENT INFORMATION AND CONTROL  
SYSTEM (EDMICS)  
MODERNIZED PARTS CONTROL AUTOMATED SUPPORT SYSTEM  
(MPCASS)  
STANDARD AUTOMATED MATERIEL MANAGEMENT SYSTEM  
(SAMMS)  
ITEM STANDARDIZATION APPLICATION (ISA)  
WEAPON SYSTEM SUPPORT PROGRAM (WSSP)

### **ADDRESSING SUPPORT€**

BILLING OF AUTOMOTIVE CHARGES (BOAC)  
MILSTEP CENTRAL DATA COLLECTION POINT (CDCP)  
DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS)  
DAAS-ALLIED COMMUNICATIONS PROCEDURES (DAAS-ACP)  
DAAS SPECIAL DATA EXTRACTION, REPORTS AND ANALYSIS (DAAS  
UTILITY)  
DAAS BULLETIN BOARD SERVICES (DAAS-BBS)  
DAAS DATA BASE INTERROGATION (DAAS-INQ)  
DAASC MAIL SYSTEM  
DAASC AUTOMATED MESSAGE EXCHANGE SYSTEM (DAMES)  
DLA COMMERCE BUSINESS DAILY SYNOPSIS ENTRY SYSTEM  
(DCSES)  
DEFENSE PROGRAM FOR REUTILIZATION OF AS SETS (DEPRA)  
DAASC INTEGRATED EMAIL LOGISTICS (DIELOG)  
DEFENSE LOGISTICS MANAGEMENT SYSTEM (DLMS)  
DAASC NETWORK CONTROL SYSTEM (DNCS)  
DAASC MICRO AUTOMATED ROUTING SYSTEM (DMARS)  
DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY  
(DoDAAD)  
ELECTRONIC DATA INTERCHANGE PASS-THROUGH (EDIPAS)  
FREEDOM OF INFORMATION ACT / ELECTRONIC INTERCHANGE  
(FOIA/EC)  
INTERNATIONAL LOGISTICS COMMUNICATIONS SYSTEM (ILCS)



LONG DISTANCE SHIPPING SYSTEM (LDSS)  
LOGISTICS INFORMATION DATA SERVICES (LIDS)  
LOGISTICS INFORMATION NETWORK (LINK)  
LOGISTICS INFORMATION PROCESSING SYSTEM (LIPS)  
MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD)  
MASTER ROUTING DAAS MASTER ROUTING SYSTEM (DRMS)  
MULTI-VENDOR AUTOMATED EXPERT MANAGER (MAXM)  
MILSTRIP ROUTING IDENTIFIER & DISTRIBUTION CODE FILE (MILRI)  
MILSBILLS INTERFUND BILLING SYSTEMS (MILSBILLS)  
MATERIEL OBLIGATION VALIDATION (MOV)  
MATERIEL RECEIPT ACKNOWLEDGMENT DOCUMENT SYSTEM  
(MRAD)  
NATIONAL INVENTORY ITEM NUMBER/SOURCE OF SUPPLY  
(NIIN/SOS)  
PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD)  
SHIPMENT STATUS CORRELATION FILE (SSCF)  
US NAVY SHIP FILE (SHIP FILE)  
TELECOMMUNICATIONS INTERFACE SYSTEM (TIS)

### **CORPORATE ADMINISTRATION SUPPORT€**

HEADQUARTERS EXECUTIVE INFORMATION SYSTEM (HQ EIS)  
CIVILIAN PERSONNEL DATA BANK (CPBD)

### **DSDC INTERNAL SUPPORT€**

MECHANIZED SPECIFICATION SYSTEM (MSS)  
PROJECT MANAGEMENT SYSTEM (PMS)  
DSDC AUTOMATED RELEASE SYSTEM (DARS)  
PROCESS / PROJECT MANAGEMENT & TRACKING (PPMT)  
ASSOCIATE INFORMATION BANK (AIB)

**DSETS**  
Section J, Attachment D

**Automated Information Systems**

**DSDC AIS Products**

**AIS EXPERIENCE ELEMENT**

**PROJECT NUMBER(S)**

<b>Addressing Support Systems€</b>	
<b>Base Support Systems €</b>	
<b>Corporate Administration Systems€</b>	
<b>Distribution Management Systems€</b>	

<b>Fuels Management Systems€</b>	
<b>Hardware/C&amp;T Medical Support Systems €</b>	

€

**DSETS**  
Section J, Attachment D

**Automated Information Systems**

**DSDC AIS Products**

**AIS EXPERIENCE ELEMENT**

**PROJECT NUMBER(S)**

<b>PROCUREMENT &amp; CONTRACT PAYMENT</b>	
<b>DSDC Internal Support Systems .€</b>	
<b>Logistics Support Systems€</b>	
<b>Reutilization and Marketing Support Systems€</b>	

<b>Subsistence Management Systems€</b>	
<b>Technology Support Systems€</b>	

**DSETS€**

Section J, Attachment E €

**TWELVE (12) TASK AREAS**

**PAST PERFORMANCE**

**EXPERIENCE ELEMENT**  
**NUMBER(S)**

**PROJECT**

<b>Project Management€</b>	
<b>Program Analysis €</b>	
<b>Transition Strategy.€</b>	
<b>Assessment Support €</b>	

<b>Training€</b>	
<b>Documentation and Information Dissemination €</b>	

€

**DSETS€**

Section J, Attachment E €

**TWELVE (12) TASK AREAS €**

PAST PERFORMANCE

**EXPERIENCE ELEMENT**  
**NUMBER(S)**

**PROJECT**

€	
Functional Processes Improvement.€	
€	
Integration Prototyping€	
System Design/Development€	



<b>Technical Support€</b>	
<b>System Relocation€</b>	
<b>Acquisition Support€</b>	

# ATTACHMENT F

## Software Process Maturity Questionnaire

*Capability Maturity Model, version 1.1*

*April 1994*

This document contains questions about the implementation of important software practices in your software organization. The questions are organized in groups of key process areas such as software project planning and software configuration management. A short paragraph describing each key process area precedes each group of questions. Unless directed otherwise by the person who administers this questionnaire, please answer the questions based on your knowledge and experience in your current project.

To help us better interpret your answers to the questions about software process in your organization, this document begins with questions about your own background in software work.

Please read and answer all of the questions. If you wish to comment on any questions or qualify your answers, please use the comment spaces provided.

Your answers will be held in strict confidence by the appraisal team. Specific answers will not be identified within your organization, nor in any manner. Your name will be used for administrative purposes only: to guide the assessment or evaluation team during response analysis and help them contact you for any needed clarifications.

Thank you for your help.

Software Engineering Institute  
Carnegie Mellon University  
Pittsburgh, Pennsylvania

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This work is sponsored by the U.S. Department of Defense.

## Filling in Your Answers

### Definitions of Terms

We will not be using optical scanning technology to enter your answers. We will be relying instead upon the use of your wordprocessed document in electronic format “WordPerfect for Windows” ver 6.1.

- Feel free to use the margins if you need more space for your written answers or other comments, but please don’t write over the check boxes or crosshair (+) symbols.
- Please keep your marks within the check boxes. Any mark will do: ☐ ☐  
☐

### Respondent Identification : (Please Specify)

The Capability Maturity Model on which this Maturity Questionnaire is based uses a number of terms which may be used differently in your organization.

- **Organizational terms** are defined on the blue laminated card. You may wish to review it now, and refer to it as necessary as you complete the questionnaire.
- **Technical terms** are defined on the pages where they are used.

**YOUR**  
NAME:

**TODAY’S**  
DATE:

**PROJECT**  
NAME:

**WORK**  
TELEPHONE:

## Section I Respondent Background

**1. Which best describes you current position? (Please Mark as many blocks as apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> PROJECT OR TEAM LEADER | <input type="checkbox"/> MANAGER  |
| <input type="checkbox"/> TECHNICAL MEMBER       | <input type="checkbox"/> SOFTWARE ENGINEERING PROCESS GROUP (SEPG) MEMBER |
| <input type="checkbox"/> OTHER (Please specify) |   |

**2. On what activities do you currently work? (Please Mark As Many Boxes As Apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> SOFTWARE REQUIREMENTS          | <input type="checkbox"/> SOFTWARE QUALITY ASSURANCE      |
| <input type="checkbox"/> SOFTWARE DESIGN                | <input type="checkbox"/> CONFIGURATION MANAGEMENT        |
| <input type="checkbox"/> CODE AND UNIT TEST IMPROVEMENT | <input type="checkbox"/> SOFTWARE PROCESS                |
| <input type="checkbox"/> TEST AND INTEGRATION           | <input type="checkbox"/> OTHER ( <i>Please Specify</i> ) |

**3. Have you received any CMM-related training? ☐ NO ☐ YES (*please describe*)**

**4. What is your software experience in: (*Please Specify for Each Category*)**

Your present organization?	_____YEARS
Your overall software experience?	_____YEARS

**5. Have you participated in previous forms of Software Process Assessments, Software Capability Evaluations, and/or other forms of software process appraisals? (*Please Mark One Box*)**

☐ NO

☐ YES How many? (Please Specify)

\_\_\_\_\_:\_\_\_\_ # OF SPAs (Software Process Assessments)

\_\_\_\_\_:\_\_\_\_ # OF SCEs (Software Capability Evaluations)

\_\_\_\_\_:\_\_\_\_ # OF OTHER SEI-BASED METHODS (Please describe briefly: e.g. mini-assessments or instant profiles)

\_\_\_\_\_:\_\_\_\_ # BASED ON OTHER (NON-SEI) PROCESS IMPROVEMENT WORK (Please describe briefly: e.g. ISO 9000/9001 audit)

## Section II Software Practices

### Instructions

1. To the right of each question there are boxes for the four possible responses: **Yes**, **No**, **Does Not Apply**, and **Don't Know**

Check **Yes** when:

- The practice is well established and consistently performed.
  - The practice should be performed nearly always in order to be considered well established and consistently performed as a standard operating procedure.

Check **No** when

- The practice is not well established or is inconsistently performed.
  - The practice may be performed sometimes, or even frequently, but it is omitted under difficult circumstances.

Check **Does Not Apply** when:

- You have the required knowledge about the project or organization and the question asked, but you feel the question does not apply to the project.
  - For example, the entire section on "Software Subcontract Management" may not apply to the project if you don't work with any subcontractors.

Check **Don't Know** when:

- You are uncertain about how to answer the question.

2. Use the **Comments** spaces for any elaborations or qualifications about your answers to the questions.

3. Check one of the boxes for each question. Please answer all of the questions.

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---

The purpose of **Requirements Management** is to establish a common understanding between the customer and the software project of the customer's requirements that will be addressed by the software project. Requirements Management involves establishing and maintaining an agreement with the customer on the requirements for the software project. The agreement covers both the technical and non technical (e.g., delivery dates) requirements. The agreement forms the basis for estimating, planning, performing, and tracking the software project's activities throughout the software life cycle. Whenever the system requirements allocated to software are changed, the affected software plans, work products, and activities are adjusted to remain consistent with the updated requirements.

---

**allocated requirements** (system requirements allocated to software) - The subject of the system requirements that are to be implemented in the software components of the system. The allocated requirements are a primary input to the software development plan. Software requirements analysis elaborates and refines the allocated requirements and results in software requirements that are documented.

**policy** - A guiding principle, typically established by senior management which is adopted by an organization or project to influence and determine decisions.

**software plans** - The collection of plans, both formal and informal, used to express how software development and/or maintenance activities will be performed. Examples of plans that could be included: software development plan, software quality assurance plan, software configuration management plan, software test plan, risk management plan, and process improvement plan.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

**software work product** - Any artifact created as part of defining, maintaining or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

1. Are system requirements allocated to software used to establish a baseline for software engineering and management use?

☐ ☐ ☐ ☐

Comments:

2. As the systems requirements allocated to software change, are the necessary adjustments to software plans, work products, and activities made?

☐ ☐ ☐ ☐

Comments:



YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

3. Does the project follow a written organizational policy for managing the system requirements allocated to software?

☐ ☐ ☐ ☐

Comments:

4. Are the people in the project who are charged with management responsibilities for allocated requirements trained in the procedures for managing allocated requirements?

☐ ☐ ☐ ☐

Comments:

5. Are measurements used to determine the status of the activities performed for managing the allocated requirements (e.g., total number of requirements changes that are proposed, open, approved, and incorporated into the baseline)?

☐ ☐ ☐ ☐

Comments:

6. Are the activities for managing allocated requirements on the project subject to SQA review?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Software Project Planning** is to establish reasonable plans for performing the software engineering activities and for managing the software project. Software Project Planning involves developing estimates for the work to be performed, establishing the necessary commitments, and defining the plan to perform the work.

---

**commitment** - A pact that is freely assumed, visible, and expected to be kept by all parties.

**event-driven review/activity** - A review or activity that is performed based on the occurrence of an event within the project (e.g., a formal review or the completion of a life cycle stage).

**period review/activity** - A review/activity that occurs at a specific regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software plans** - The collection of plans, both formal and informal, used to express how software development and/or maintenance activities will be performed. Examples of plans that could be included: software development plan, software quality assurance plan, software configuration management plan, software test plan, risk management plan, and process improvement plan.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------	------------

1. Are estimates (e.g., size, cost, and schedule) documented

for use in planning and tracking the software project?

☐ ☐ ☐ ☐

Comments:

2. Do the software plans document the activities to be performed

and the commitments made for the software project?

☐ ☐ ☐ ☐

Comments:

3. Do all affected groups and individuals agree to their

commitments related to the software project?

☐ ☐ ☐ ☐

Comments:

4. Does the project follow a written organizational policy for

planning a software project?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

5. Are adequate resources provided for planning the software project (e.g., funding and experienced individuals)?

☐

☐

☐

☐

Comments:

6. Are measurements used to determine the status of the activities for planning the software project (e.g., completion of milestones for the project planning activities as compared to the plan)?

☐

☐

☐

☐

Comments:

7. Does the project manager review the activities for planning the software project on both a periodic and event-driven basis?

☐

☐

☐

☐

Comments:

---

The purpose of **Software Project Tracking and Oversight** is to provide adequate visibility into actual progress so that management can take corrective actions when the software project's performance deviates significantly from the software plans. Corrective actions may include revising the software development plan to reflect the actual accomplishments and replanning the remaining work or taking actions to improve the performance. Software Project Tracking and Oversight involves tracking and reviewing the software accomplishments and results against documented estimates, commitments, and plans, and adjusting these plans based on the actual accomplishments and results.

---

**commitment** - A pact that is freely assumed, visible, and expected to be kept by all parties.

**periodic review/activity** - A review/activity that occurs at a specified regular time interval., rather than at the completion of major events.

**policy** - A guiding principle. typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software plans** - The collection of plans, both formal and informal, used to express how software development and/or maintenance activities will be performed. Examples of plans that could be included: software development plan, software quality assurance plan, software configuration management plan, software test plan, risk management plan, and process improvement plan.

**software work product** - Any artifact created as part of defining, maintaining, or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------	------------

1. Are the project's actual results (e.g. schedule, size, and cost) compared with estimates in the software plans?

☐ ☐ ☐ ☐

Comments:

- 2 .Is corrective action taken when actual results deviate significantly from the project's software plans?

☐ ☐ ☐ ☐

Comments:

3. Are changes in the software commitments agreed to by all affected groups and individuals?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

4. Does the project follow a written organizational policy for both tracking and controlling its software development activities?

☐ ☐ ☐ ☐

Comments:

5. Is someone on the project assigned specific responsibilities for tracking software work products and activities (e.g., effort, schedule, and budget)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of the activities for software tracking and oversight (e.g., total effort expended in performing tracking and oversight activities)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities for software project tracking and oversight reviewed with senior management on a periodic basis (e.g., project performance, open issues, risks, and action items)?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Software Subcontract Management** is to select qualified software subcontractor and manage them effectively. Software Subcontract Management involves selecting a software subcontractor, establishing commitments with the subcontractor, and tracking and reviewing the subcontractor's performance and results. These practices cover the management of a software (only) subcontract, as well as the management of the software component of a subcontract that includes software, hardware, and possibly other system components.

---

**documented procedures** - A written description of a course of action to be taken to perform an given task.

(IEEE-STD-610)

**event driven review/activity** - A review of activity that is performed based on the occurrence of an event within the project (e.g., a formal review or the completion of a life cycle stage).

**periodic review/activity** - A review/activity that occurs at a specified regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

1. Is a documented procedure used for selecting subcontractors based on their ability to perform the work?

☐ ☐ ☐ ☐

Comments:

2. Are changes to subcontracts made with the agreement of both the prime contractor and the subcontractor?

☐ ☐ ☐ ☐

Comments:

3. Are periodic technical interchanges held with subcontractors?

☐ ☐ ☐ ☐

Comments:

4. Are the results and performance of the software subcontractor tracked against their commitments?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

5. Does the project follow a written organizational policy for managing software subcontractors?

☐ ☐ ☐ ☐

Comments:

6. Are the people responsible for managing software subcontracts trained in managing software subcontracts?

☐ ☐ ☐ ☐

Comments:

7. Are measurements used to determine the status of the activities for managing software subcontracts (e g., schedule status with respect to planned delivery dates and effort expended for managing the subcontract)?

☐ ☐ ☐ ☐

Comments:

8. Are the software subcontract activities reviewed with the project manager on both a periodic and event-driven basis?

☐ ☐ ☐ ☐

Comments.

---

The purpose of **Software Quality Assurance (SQA)** is to provide management with appropriate visibility into the process being used by the software project and of the products being built. Software Quality Assurance involves reviewing and auditing the software products and activities to verify that they comply with the applicable procedures and standards and providing the software project and other appropriate managers with the results of these reviews and audits.

---

**audit** - An independent examination of an work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria. (IEEE-STD-610)

**periodic review/activity** - A review/activity that occurs at a specified regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**procedure** - A written description of a course of action to be taken to perform a given task. (IEEE-STD-610)

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

**standard** - Mandatory requirements employed and enforced to prescribe a disciplined, uniform approach to software development.

YES	NO	Does Not Apply	Don't Know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Are SQA activities planned?

Comments:

2. Do SQA activities provide objective verification that software products and activities adhere to applicable standards, procedures, and requirements?

Comments:

3. Are the results of SQA reviews and audits provided to affected groups and individuals (e.g., those who performed the work and those who are responsible for the work)?

Comments:



YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

4. Are issues of noncompliance that are not resolved within the project addressed by senior management (e.g., deviations from applicable standards)?

☐ ☐ ☐ ☐

Comments:

5. Does the project follow a written organizational policy for implementing SQA activities?

☐ ☐ ☐ ☐

Comments:

6. Are adequate resources provided for performing SQA activities (e.g., funding and a designated manager who will receive and act on software noncompliance items)?

☐ ☐ ☐ ☐

Comments:

7. Are measurements used to determine the cost and schedule status of the activities performed for SQA (e.g., work completed, effort and funds expended compared to the plan)?

☐ ☐ ☐ ☐

Comments:

8. Are activities for SQA reviewed with senior management on a periodic basis?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Software Configuration Management (SCM)** is to establish and maintain the integrity of the products of the software project throughout the project's software life cycle. Software Configuration Management involves identifying the configuration of the software (i.e., selected software work products and their descriptions) at given points in time, systematically controlling changes to the configuration, and maintaining the integrity and traceability of the configuration throughout the software life cycle. The work products placed under software configuration management include the software products that are delivered to the customer and the items that are identified with or required to create these software products.

---

**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria. (IEEE-STD-610)

**configuration item** - An aggregation of hardware, software, or both, that is designated for configuration management and treated as a single entity in the configuration management process. (IEEE-STD-610)

**documented procedure** - A written description of a course of action to be taken to perform a given task. (IEEE STD-610 Glossary)

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software baseline** - A set of configuration items (software documents and software components) that has been formally reviewed and agreed upon, that thereafter serves as the basis for future development, and that can be changed only through, formal change control procedures.

**software work product** - Any artifact created as part of defining, maintaining, or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------	------------

1. Are software configuration management activities planned for the project?

☐ ☐ ☐ ☐

Comments:

2. Has the project identified, controlled and made available the software work products to be placed under configuration management?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

3. Does the project follow a documented procedure to control changes to configuration items/units?

☐ ☐ ☐ ☐

Comments:

4. Are standard reports on software baselines (e.g., software configuration control board minutes and change request summary and status reports) distributed to affected groups and individuals?

☐ ☐ ☐ ☐

Comments:

5. Does the project follow a written organizational policy for implementing software configuration management activities?

☐ ☐ ☐ ☐

Comments:

6. Are project personnel trained to perform the software configuration management activities for which they are responsible?

☐ ☐ ☐ ☐

Comments:

7. Are measurements used to determine the status of activities for software configuration management (e.g., effort and funds expended for software configuration management activities)?

☐ ☐ ☐ ☐

Comments:

8. Are periodic audits performed to verify that software baselines conform to the documentation that defines them (e.g., by the SCM group)?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Organization Process Focus** is to establish the organizational responsibility for software process activities that improve the organization's overall software process capability. Organization Process Focus involves developing and maintaining an understanding of the organization's and projects' software processes and coordinating the activities to assess, develop, maintain, and improve these processes. The organization provides long-term commitments and resources to coordinate the development and maintenance of the software processes cross current and future software projects via a group such as a software engineering process group. This group is responsible for the organization's software process activities.

---

**periodic review/activity** - A review/activity that occurs at a specified regular time interval, rather than at the completion of major events.

**software process** - A set of activities, methods, practices, and transformations that people use to develop and maintain software and the associated products (e.g., project plans, design documents, code, test, cases and user manuals).

**software process assessment** - As appraisal by a trained team of software professionals to determine the state of an organization's current software process, to determine the high-priority software process-related issues facing an organization, and to obtain the organizational support for software process improvement.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

1. Are the activities for developing and improving the organization's and project's software processes coordinated across the organization (e.g., via a software engineering process group)?

☐ ☐ ☐ ☐

Comments:

2. Is your organization's software process assessed periodically?

☐ ☐ ☐ ☐

Comments:

3. Does your organization follow a documented plan for developing and improving its software process?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

4. Does senior management sponsor the organization's activities for software process development and improvements (e.g., by establishing long-term plans, and by committing resources and funding)?

☐ ☐ ☐ ☐

Comments:

5. Do one or more individuals have full-time or part-time responsibility for the organization's software process activities (e.g., a software process engineering group)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of the activities performed to develop and improve the organization's software process (e.g., effort expended for software process assessment and improvement)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities performed for developing and improving software processes reviewed periodically with senior management?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Organization Process Definition** is to develop and maintain a usable set of software process assets that improve process performance across the projects and provide a basis for cumulative, long-term benefits to the organization. Organization Process Definition involves developing and maintaining the organization's standard software process, along with related process assets, such as descriptions of software life cycles, process tailoring guidelines and criteria, the organization's software process database, and a library of software process-related documentation

---

**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria.

**organization's standard software process** - The operational definition, of the basic process that guides the establishment of a common software process across the software projects in an organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between these software process elements.

**policy** - A guiding principle typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process which software work products are developed and/or maintained.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

1. Has your organization developed, and does it maintain, a standard software process?

☐ ☐ ☐ ☐

Comments:

2. Does the organization collect, review, and make available information related to the use of the organization's standard software process (e.g., estimates and actual data on software size, effort, and cost; productivity data; and quality measurements)?

☐ ☐ ☐ ☐

Comments:

3. Does the organization follow a written policy for both developing and maintaining its standard software process and related process assets (e.g., descriptions of approved life cycles)?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

4. Do individuals who develop and maintain the organization's standard software process receive the required training to perform these activities?

☐ ☐ ☐ ☐

Comments:

5. Are measurements used to determine the status of the activities performed to define and maintain the organization's standard software process (e.g., status of schedule milestones and the cost of process definition activities)?

☐ ☐ ☐ ☐

Comments:

6. Are the activities and work products for developing and maintaining the organization's standard software process subject to SQA review and audit?

☐ ☐ ☐ ☐

Comments:

---

The purpose of the **Training Program** process area is to develop the skills and knowledge of individuals so they can perform their roles effectively and efficiently. Training Program involves first identifying the training needed by the organization, projects, and individuals, then developing or procuring training to address the identified needs. Some skills are effectively and efficiently imparted through informal vehicles (e.g., on-the job training and informal mentoring), whereas other skills need more formal training vehicles (e.g., classroom training and guided self-study) to be effectively and efficiently imparted. The appropriate vehicles are selected and used.

---

**periodic review/activity** - A review/activity that occurs at a specified regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

1. Are training activities planned?

☐ ☐ ☐ ☐

Comments:

2. Is training provided for developing the skills and knowledge needed to perform software managerial and technical roles?

☐ ☐ ☐ ☐

Comments:

3. Do members of the software engineering group and other software groups receive the training necessary to perform their roles?

☐ ☐ ☐ ☐

Comments:

4. Does your organization follow a written organizational policy to meet its training needs?

☐ ☐ ☐ ☐

Comments:



YES	NO	Does Not Apply	Don't Know
-----	----	----------------------	---------------

5. Are adequate resources provided to implement the organization's training program (e.g., funding, software tools, appropriate training facilities)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the quality of the training program?

☐ ☐ ☐ ☐

Comments:

7. Are training program activities reviewed with senior management on a periodic basis?

☐ ☐ ☐ ☐

Comments:

---

The purpose of **Integrated Software Management** is to integrate the software engineering and management activities into a coherent, defined software process that is tailored from the organization's standard software process and related process assets. Integrated Software Management involves developing the project's defined software process and managing the software project using this defined software process. The project's defined software process is tailored from the organization's standard software process to address the specific characteristics of the project. The software development plan is based on the project's defined software process and describes how the activities of the project's defined software process will be implemented and managed.

---

**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria.

**organization's standard software process** - The operational definition of the basic process that guides the establishment of a common software process across the software projects in an organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between these software process elements.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**project's defined software process** - The operational definition of the software process used by a project. The project's defined software process is a well-characterized and understood software process, described in terms of software standards, procedures, tools, and methods. It is developed by tailoring the organization's standard software process to fit the specific characteristics of the project.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

**tailoring** - To modify a process, standard, or procedure to better match process or product requirements.

YES	NO	Does Not Apply	Don't Know
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1. Was the project's defined software process developed by tailoring the organization's standard software process?

☐ ☐ ☐ ☐

Comments:

2. Is the project planned and managed in accordance with the project's defined software process?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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3. Does the project follow a written organizational policy requiring that the software project be planned and managed using the organization's standard software process?

☐ ☐ ☐ ☐

Comments:

4. Is training required for individuals tasked to tailor the organization's standard software process to define a software process for a new project?

☐ ☐ ☐ ☐

Comments:

5. Are measurements used to determine the effectiveness of the integrated software management activities (e.g., frequency, causes and magnitude of replanning efforts)?

☐ ☐ ☐ ☐

Comments:

6. Are the activities and work products used to manage the software project subject to SQA review and audit?

☐ ☐ ☐ ☐

Comments:

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The purpose of **Software Product Engineering** is to consistently perform a well-defined engineering process that integrates all the software engineering activities to produce correct, consistent software products effectively and efficiently. Software Product Engineering involves performing the engineering tasks to build and maintain the software using the project's defined software process and appropriate methods and tools. The software engineering tasks include analyzing the system requirements allocated to software, developing the software architecture, designing the software, implementing the software in the code, and testing the software to verify that it satisfies the specified requirements.

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**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**project's defined software process** - The operational definition of the software process used by a project. The project's defined software process is a well-characterized and understood software process described in terms of software standards, procedures, tools, and methods. It is developed by tailoring the organization's standard software process to fit the specific characteristics of the project.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

**software work product** - Any artifact created as part of defining, maintaining, or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

YES	NO	Does Not Apply	Don't Know
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1. Are the software work products produced according to the project's defined software process?

☐ ☐ ☐ ☐

Comments:

2. Is consistency maintained across software work products (e.g., is the documentation tracing allocated requirements through software requirements, design, code, and test cases maintained)?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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3. Does the project follow a written organizational policy for performing the software engineering activities (e.g., a policy which requires the use of appropriate methods and tools for building and maintaining software products)?

☐ ☐ ☐ ☐

Comments:

4. Are adequate resources provided for performing the software engineering tasks (e.g., funding, skilled individuals, and appropriate tools)?

☐ ☐ ☐ ☐

Comments:

5. Are measurements used to determine the functionality and quality of the software products (e.g., numbers, types, and severity of defects identified)?

☐ ☐ ☐ ☐

Comments:

6. Are the activities and work products for engineering software subject to SQA reviews and audits (e.g., is required testing performed, are allocated requirements traced through the software requirements, design, code and test cases)?

☐ ☐ ☐ ☐

Comments:

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The purpose of **Intergroup Coordination** is to establish a means for the software engineering group to participate actively with the other engineering groups so the project is better able to satisfy the customer's needs effectively and efficiently. Inter group Coordination involves the software engineering group's participation with other project engineering groups to address system-level requirements, objectives, and issues. Representatives of the project's engineering groups participate in establishing the system-level requirements, objectives, and plans by working with the customer and end users, as appropriate. These requirements, objectives, and plans become the basis for all engineering activities.

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**commitment** - A pact that is freely assumed, visible, and expected to be kept by all parties.

**event-driven review/activity** - A review or activity that is performed based on the occurrence of an event within the project (e.g., a formal review or the completion of a life cycle stage).

**periodic review/activity** - A review/activity that occurs at a specific regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

YES	NO	Does Not Apply	Don't Know
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1. On the project, do the software engineering group and other engineering groups collaborate with the customer to establish the system requirements?

☐ ☐ ☐ ☐

Comments:

2. Do the engineering groups agree to the commitments as represented in the overall project plan?

☐ ☐ ☐ ☐

Comments:

3. Do the engineering groups identify, track, and resolve intergroup issues (e.g., incompatible schedules, technical risks, or system-level problems)?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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4. Is there a written organizational policy that guides the establishment of interdisciplinary engineering teams?

☐ ☐ ☐ ☐

Comments:

5. Do the support tools used by different engineering groups enable effective communication and coordination (e.g., compatible word processing systems, database systems, and problem tracking systems)?

☐ ☐ ☐ ☐

Comments:

6. Are measures used to determine the status of the intergroup coordination activities (e.g., effort expended by the software engineering group to support other groups)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities for inter group coordination reviewed with the project manager on both a periodic and event-driven basis?

☐ ☐ ☐ ☐

Comments:

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The purpose of **Peer Reviews** is to remove defects from the software work products early and efficiently. An important corollary effect is to develop a better understanding of the software work products and of defects that might be prevented. Peer Reviews involve a methodical examination of software work products by the producers' peers to identify defects and areas where changes are needed. The specific products that will undergo a peer review are identified in the project's defined software process and scheduled as part of the software project planning activities.

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**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria.

**peer review** - A review of a software work product, following defined procedures, by peers of the producers of the product for the purpose of identifying defects and improvements.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

**software work product** - Any artifact created as part of defining, maintaining, or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

YES	NO	Does Not Apply	Don't Know
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1. Are peer reviews planned?

☐ ☐ ☐ ☐

Comments:

2. Are actions associated with defects that are identified in peer reviews tracked until they are resolved?

☐ ☐ ☐ ☐

Comments:



YES	NO	Does Not Apply	Don't Know
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3. Does the project follow a written organizational policy for performing peer reviews?

☐ ☐ ☐ ☐

Comments:

4. Do participants of peer reviews receive the training required to perform their roles?

☐ ☐ ☐ ☐

Comments:

5. Are measurements used to determine the status of peer review activities (e.g., number of peer reviews performed, effort expended on peer reviews, and number of work products reviewed compared to the plan)?

☐ ☐ ☐ ☐

Comments:

6. Are peer review activities and work products subject to SQA review and audit (e.g., planned reviews are conducted and follow-up actions are tracked)?

☐ ☐ ☐ ☐

Comments:

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The purpose of **Quantitative Process Management** is to control the process performance of the software project quantitatively. Quantitative Process Management involves taking measurements of the process performance, analyzing these measurements, and making adjustments to maintain process performance within acceptable limits. When the process performance is stabilized within acceptable limits, the project's defined software process, the associated measurements, and the acceptable limits for the measurements are established as a baseline and used to control process performance quantitatively.

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**event-driven review/activity** - A review or activity that is performed based on the occurrence of an event within the project (e.g., a formal review or the completion of a life cycle stage).

**organization's standard software process** - The operational definition of the basic process that guides the establishment of a common software process across the software projects in an organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between these software process elements.

**period review/activity** - A review/activity that occurs at a specific regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**process capability** - The range of expected results that can be achieved by following a process.

**project's defined software process** - The operational definition of the software process used by a project. The project's defined software process is a well-characterized and understood software process described in terms of software standards, procedures, tools, and methods. It is developed by tailoring the organization's standard software process to fit the specific characteristics of the project.

YES	NO	Does Not Apply	Don't Know
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1. Does the project follow a documented plan for conducting quantitative process management?

☐ ☐ ☐ ☐

Comments:

2. Is the performance of the project's defined software process controlled quantitatively (e.g., through the use of quantitative analytic methods)?

☐ ☐ ☐ ☐

Comments

YES	NO	Does Not Apply	Don't Know
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3. Is the process capability of the organization's standard software process known in quantitative terms?

☐ ☐ ☐ ☐

Comments:

4. Does the project follow a written organizational policy for measuring and controlling the performance of the project's defined software process (e.g., criteria to identify special causes of variation)?

☐ ☐ ☐ ☐

Comments:

5. Are adequate resources provided for quantitative process management activities (e.g., funding, software support tools, and organizational measurement program)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of the quantitative process management activities (e.g., cost of quantitative process management activities and accomplishment of milestones for quantitative process management activities)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities for quantitative process management reviewed with the project manager on both a periodic and event-driven basis?

☐ ☐ ☐ ☐

Comments:

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**Software Quality Management** involves defining quality goals for the software products, establishing plans to achieve these goals, and monitoring and adjusting the software plans, software work products, activities, and quality goals to satisfy the needs and desires of the customer and end user. Quantitative product quality goals are established based on the needs of the organization, customer, and end user for high-quality products. So that these goals may be achieved, the organization establishes strategies and plans, and the project specifically adjusts its defined software process, to accomplish the quality goals.

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**periodic review/activity** - A review/activity that occurs at a specific regular time interval, rather than at the completion of major events.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

YES	NO	Does Not Apply	Don't Know
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- 1 Are the activities for managing software quality planned for the project?

☐ ☐ ☐ ☐

Comments:

2. Does the project use measurable and prioritized goals for managing the quality of its software products (e.g., functionality, reliability, maintainability and usability)?

☐ ☐ ☐ ☐

Comments:

3. Are measurements of quality compared to goals for software product quality to determine if the quality goals are satisfied?

☐ ☐ ☐ ☐

Comments:

4. Does the project follow a written organizational policy for managing software quality?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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5. Do members of the software engineering group and other software-related groups receive required training in software quality management (e.g., training in collecting measurement data and benefits of quantitatively managing product quality)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of the activities for managing software quality (e.g., the costs of poor quality)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities performed for software quality management reviewed with senior management on a periodic basis?

☐ ☐ ☐ ☐

Comments:

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**Defect Prevention** involves analyzing defects that were encountered in the past and taking specific actions to prevent the occurrence of those types of defects in the future. The defects may have been identified on other projects as well as in earlier stages or tasks of the current project. Trends are analyzed to track the types of defects that have been encountered and to identify defects that are likely to recur. Both the project and the organization take specific actions to prevent recurrence of the defects.

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**audit** - An independent examination of a work product or set of work products to assess compliance with specifications, standards, contractual agreements, or other criteria.

**casual analysis meeting** - A meeting, conducted after completing a specific task, to analyze defects uncovered during the performance of that task.

**common cause (of a defect)** - A cause of a defect that is inherently part of a process or system. Common causes affect every outcome of the process and everyone working in the process.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**software quality assurance (SQA)** - (1) A planned and systematic pattern of all actions necessary to provide adequate confidence that a software work product conforms to established technical requirements. (2) A set of activities designed to evaluate the process by which software work products are developed and/or maintained.

YES	NO	Does Not Apply	Don't Know
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1. Are defect prevention activities planned?

☐ ☐ ☐ ☐

Comments:

2. Does the project conduct causal analysis meetings to identify common causes of defects?

☐ ☐ ☐ ☐

Comments:

3. Once identified, are common causes of defects prioritized and systematically eliminated?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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4. Does the project follow a written organizational policy for defect prevention activities?

☐ ☐ ☐ ☐

Comments:

5. Do members of the software engineering group and other software-related groups receive required training to perform their defect prevention activities (e.g., training in defect prevention methods and the conduct of task kick-off or casual analysis meetings)?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of defect prevention activities (e.g., the time and cost for identifying and correcting defects and the number of action items proposed, open, and completed)?

☐ ☐ ☐ ☐

Comments:

7. Are the activities and work products for defect prevention subject to SQA review and audit?

☐ ☐ ☐ ☐

Comments:

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**Technology Change Management** involves identifying, selecting, and evaluating new technologies, and incorporating effective technologies into the organization. The objective is to improve software quality, increase productivity, and decrease the cycle time for product development. The organization establishes a group (such as a software engineering process group or a technology support group) that works with the software projects to introduce and evaluate new technologies and manage changes to existing technologies. Particular emphasis is placed on technology changes that are likely to improve the capability of the organization's standard software process. Pilot efforts are performed to assess new and unproven technologies before they are incorporated into normal practice. With appropriate sponsorship of the organization's management, the selected technologies are incorporated into the organization's standard software process and current projects, as appropriate.

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**documented procedure** - A written description of a course of action to be taken to perform a given task.

(IEEE-STD-610 Glossary)

**organization's standard software process** - The operational definition of the basic process that guides the establishment of a common software process across the software projects in an organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between these software process elements.

**periodic review/activity** - A review or activity that occurs at specified regular time intervals.

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YES	NO	Does Not Apply	Don't Know
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1. Does the organization follow a plan for managing technology changes?

☐ ☐ ☐ ☐

Comments:

2. Are new technologies evaluated to determine their effect on quality and productivity?

☐ ☐ ☐ ☐

Comments:

3. Does the organization follow a documented procedure for incorporating new technologies into the organization's standard software process?

☐ ☐ ☐ ☐

Comments:



YES	NO	Does Not Apply	Don't Know
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4. Does senior management sponsor the organization's activities for managing technology change (e.g., by establishing long-term plans and commitments for funding, staffing, and other resources)? ☐

☐ ☐ ☐ ☐

Comments:

5. Do process data exist to assist in the selection of new technology?

☐ ☐ ☐ ☐

Comments:

6. Are measurements used to determine the status of the organization's activities for managing technology change (e.g., the effect of implementing technology changes)? ☐

☐ ☐ ☐ ☐

Comments:

7. Are the organization's activities for managing technology change reviewed with senior management on a periodic basis?

☐ ☐ ☐ ☐

Comments:

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**Process Change Management** involves defining process improvement goals and, with senior management sponsorship, proactively and systematically identifying, evaluating, and implementing improvements to the organization's standard software process and the projects' defined software processes on a continuous basis. Training and incentive programs are established to enable and encourage everyone in the organization to participate in process improvement activities. Improvement opportunities are identified and evaluated for potential payback to the organization. Pilot efforts are performed to assess process changes before they are incorporated into normal practice. When software process improvements are approved for normal practice, the organization's standard software process and the projects' defined software processes are revised as appropriate.

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**documented procedure** - A written description of a course of action to be taken to perform a given task.

(IEEE-STD-610 Glossary)

**organization's standard software process** - The operational definition of the basic process that guides the establishment of a common software process across the software projects in an organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between these software process elements.

**periodic review/activity** - A review or activity that occurs at specified regular time intervals.

**policy** - A guiding principle, typically established by senior management, which is adopted by an organization or project to influence and determine decisions.

**project's defined software process** - The operational definition of the software process used by a project. The project's defined software process is a well-characterized and understood software process described in terms of software standards, procedures, tools, and methods. It is developed by tailoring the organization's standard software process to fit the specific characteristics of the project.

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YES	NO	Does Not Apply	Don't Know
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1. Does the organization follow a documented procedure for developing and maintaining plans for software process improvement?

☐ ☐ ☐ ☐

Comments:

2. Do people throughout your organization participate in software process improvement activities (e.g., on teams to develop software process improvements)?

☐ ☐ ☐ ☐

Comments:

YES	NO	Does Not Apply	Don't Know
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3. Are improvements continually made to the organization's standard software process and the projects' defined software processes?

☐ ☐ ☐ ☐

Comments:

4. Does the organization follow a written policy for implementing software process improvements?

☐ ☐ ☐ ☐

Comments:

5. Is training in software process improvement required for both management and technical staff?

☐ ☐ ☐ ☐

Comments:

6. Are measurements made to determine the status of the activities for software process improvement (e.g., the effect of implementing each process improvement compared to its defined goals)?

☐ ☐ ☐ ☐

Comments:

7. Are software process improvement efforts reviewed with senior management on a periodic basis?

☐ ☐ ☐ ☐

Comments:

**Thank you very much for your time and effort !!!**

**Attachment G Product Profiles**  
**Product Profiles**

<b>Attributes</b>			
<b>Application domain</b>			
<b>Product type</b>			
<b>Size duration</b> ·team size ·estimated size (ksloc)			
<b>Reuse Estimate (ksloc)</b>			
<b>Type of work</b>			
<b>Development Team Approach</b>			
<b>Language (s)</b>			
<b>Customer(s)</b>			
<b>Applicable standards</b>			
<b>Major Subcontractors</b>			
<b>Precedence</b>			
<b>Target(s)</b>			

**Product Profiles**

<b>Status</b>			
<b>Schedule</b>			
<b>Start</b>			
<b>Current Month</b>			
<b>Current Phase</b>			
<b>Requirements Ends (ed)</b>			
<b>Design Ends (ed)</b>			
<b>Coding Ends (ed)</b>			
<b>Schedule Adjustment</b>			
<b>Environment</b>			
<ul style="list-style-type: none"><li>· <b>Principal Development</b></li><li>· <b>Degree of Integration</b></li><li>· <b>Level of Process</b></li><li>· <b>Process Management</b></li></ul>			

**PART IV - REPRESENTATIONS AND INSTRUCTIONS**  
**SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS**  
**OF OFFERORS**

**K.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY  
REFERENCE (JUN 1988)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

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**FAR**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
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<b>52.203-11</b>	<b>CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS</b>	<b>APR 91</b>
<b>52.222-21</b>	<b>CERTIFICATION OF NONSEGREGATED FACILITIES</b>	<b>APR</b>
<b>84 52.223-5</b>	<b>CERTIFICATION REGARDING A DRUG-FREE WORKPLACE</b>	<b>JUL</b>
<b>95</b>		

**K.2 52.203-4 CONTINGENT FEE REPRESENTATION AND  
AGREEMENT (APR 1984)**

(a) Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror--

[Note: The offeror must check the appropriate boxes. For interpretation of the representation, including the term "bona fide employee," see Subpart 3.4 of the Federal Acquisition Regulation.]

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) Agreement. The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the Contracting Officer--

(1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

### **K.3 52.203-8 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT INTEGRITY**

(SEP 1995) ALTERNATE I (SEP 1990)

(a) Definitions. The definitions at FAR 3.104-4 are hereby incorporated in this provision.

(b) Certifications. As required in paragraph (c) of this provision, the officer or employee responsible for this offer shall execute the following certification. The certification in paragraph (b)(2) of this provision is not required for a procurement of commercial items.

#### **CERTIFICATE OF PROCUREMENT INTEGRITY**

(1) I, \_\_\_\_\_ [Name of Certifier], am the officer or employee responsible for the preparation of this offer and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certificate, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended\* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (solicitation number).

(2) As required by subsection 27(e)(1)(B) of the Act, I further certify that, to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of \_\_\_\_\_ [Name of Offeror] who has participated personally and substantially in the

**preparation or submission of this offer has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of the Act, as implemented in the FAR, pertaining to this procurement.**

- (3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity (Continuation Sheet), ENTER NONE IF NONE EXIST)**

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- (4) I agree that, if awarded a contract under this solicitation, the certifications required by subsection 27(e)(1)(B) of the Act shall be maintained in accordance with paragraph (f) of this provision.**

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**[Signature of the officer or employee responsible for the offer and date]**

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**[Typed name of the officer or employee responsible for the offer]**

**\* Subsections 27(a), (b), and (d) are effective on December 1, 1990. Subsections 27(f) is effective on June 1, 1991.**



**THIS CERTIFICATION CONCERNS A MATTER WITHIN THE  
JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE  
MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT  
CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION  
UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.**

**(End of certification)**

**(c) For procurements, including contract modifications, in excess of \$100,000 made using procedures other than sealed bidding, the signed certifications shall be submitted by the successful Offeror to the Contracting Officer within the time period specified by the Contracting Officer when requesting the certificates except as provided in subparagraphs (c)(1) through (c)(5) of this clause. In no event shall the certificate be submitted subsequent to award of a contract or execution of a contract modification:**

**(1) For letter contracts, other unpriced contracts, or unpriced contract modifications, whether or not the unpriced contract or modification contains a maximum or not to exceed price, the signed certifications shall be submitted prior to the award of the letter contract, unpriced contract, or unpriced contract modification, and prior to the definitization of the letter contract or the establishment of the price of the unpriced contract or unpriced contract modification. The second certification shall apply only to the period between award of the letter contract and execution of the document definitizing the letter contract, or award of the unpriced contract or unpriced contract modification and execution of the document establishing the definitive price of such unpriced contract or unpriced contract modification.**

**(2) For basic ordering agreements, prior to the execution of a priced order; prior to the execution of an unpriced order, whether or not the unpriced order contains a maximum or not to exceed price; and, prior to establishing the price of an unpriced order. The second certificate to be submitted for unpriced orders shall apply only to the period between award of the unpriced order and execution of the document establishing the definitive price for such order.**

**(3) A certificate is not required for indefinite delivery contracts (see Subpart 16.5) unless the total estimated value of all orders eventually to be placed under the contract is expected to exceed \$100,000.**

**(4) For contracts and contract modifications which include options, a certificate is required when the aggregate value of the contract or contract modification and all options (see 3.104-4(e)) exceeds \$100,000.**

**(5) For purposes of contracts entered into under section 8(a) of the SBA, the business entity with whom the SBA contracts, and not the SBA, shall be required to comply with the certification requirements of subsection 27(e). The SBA shall obtain the signed certificate from the business entity and forward the certificate to the Contracting Officer prior to the award of a contract to the SBA.**

**(6) Failure of an Offeror to submit the signed certificate within the time prescribed by the Contracting Officer shall cause the offer to be rejected.**

**(d) Pursuant to FAR 3.104-9(d), the Offeror may be requested to execute additional certifications at the request of the Government. Failure of an Offeror to submit the additional certifications shall cause its offer to be rejected.**

**(e) A certification containing a disclosure of a violation or possible violation will not necessarily result in the withholding of award under this solicitation. However, the Government, after evaluation of the disclosure, may cancel this procurement or take any other appropriate actions in the interests of the Government, such as disqualification of the Offeror.**

**(f) In making the certification in subparagraph (b)(2) of the certificate, the officer or employee of the competing contractor responsible for the offer may rely upon a one-time certification from each individual required to submit a certification to the competing contractor, supplemented by periodic training. These certifications shall be maintained by the Contractor for 6 years from the date a certifying employee's employment with the company ends or, for an agent, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the Contractor.**

**(g) Certifications under paragraphs (b) and (d) of this provision are material representations of fact upon which reliance will be placed in awarding a contract.**

#### **K.4 52.204-3 TAXPAYER IDENTIFICATION (MAR 1994)**

**(a) Definitions.**

**"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.**

**"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.**

**"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.**

**(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.**

**(c) Taxpayer Identification Number (TIN).**

- ( ) TIN: \_\_\_\_\_.**
- ( ) TIN has been applied for.**
- ( ) TIN is not required because:**
- ( ) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;**
- ( ) Offeror is an agency or instrumentality of a foreign government;**
- ( ) Offeror is an agency or instrumentality of a Federal, state, or local government;**
- ( ) Other. State basis. \_\_\_\_\_**

**(d) Corporate Status.**

- ( ) Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;**
- ( ) Other corporate entity;**
- ( ) Not a corporate entity;**
- ( ) Sole proprietorship;**
- ( ) Partnership;**
- ( ) Hospital or extended care facility described in 26 CFR**

**501(c)(3) that is exempt from taxation under 26 CFR  
501(a).**

**(e) Common Parent.**

**( ) Offeror is not owned or controlled by a common parent  
as defined in paragraph (a) of this clause.**

**( ) Name and TIN of common parent:**

**Name \_\_\_\_\_**

**TIN \_\_\_\_\_**

**K.5 52.204-5 WOMEN-OWNED BUSINESS (OCT 1995)**

**(a) Representation. The offeror represents that it \_\_\_\_\_ is, \_\_\_\_\_ is not a women-owned business concern.**

**(b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.**

**K.6 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS  
(MAR 1996)**

**(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -**

**(i) The Offeror and/or any of its Principals -**

**(A) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;**

**(B) Have ( ) have not ( ), within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasions, or receiving stolen property; and**

**(C) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.**

**(ii) The Offeror has ( ) has not ( ), within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.**

**(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).**

**THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.**

**(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**

**(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.**

**(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.**

**(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.**

**K.7 52.215-6 TYPE OF BUSINESS ORGANIZATION (JUL 1987)**

The offeror or quoter, by checking the applicable box, represents that--

(a) It operates as ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture; or

(b) If the offeror or quoter is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in \_\_\_\_\_ (country).

#### K.8 52.215-11 AUTHORIZED NEGOTIATORS (APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations: [list names, titles, and telephone numbers of the authorized negotiators].

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#### K.9 52.215-20 PLACE OF PERFORMANCE (APR 1984)

(a) The offeror or quoter, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend (check applicable box) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks "intends" in paragraph (a) above, it shall insert in the spaces provided below the required information:

Name and Address of Owner	
Place of Performance (Street Address, City, County, State, Zip Code)	and Operator of the Plant or Facility if Other than Offeror or Quoter

_____	_____
_____	_____

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**K.10 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 1995)**

(a)(1) The standard industrial classification (SIC) code for this acquisition is 7379.

(2) The small business size standard is 14.5 millions of dollars.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents and certifies as part of its offer that it \_\_\_\_ is, \_\_\_\_ is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it \_\_\_\_ is, \_\_\_\_ is not a small disadvantaged business concern.

(3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it \_\_\_\_ is, \_\_\_\_ is not a women-owned small business concern.

(c) Definitions. "Small business concern", as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Small disadvantaged business concern", as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged

**Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.**

**"Women-owned small business concern", as used in this provision, means a small business concern -**

**(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and**

**(2) Whose management and daily business operations are controlled by one or more women.**

**(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.**

**(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--**

**(i) Be punished by imposition of fine, imprisonment, or both;**

**(ii) Be subject to administrative remedies, including suspension and debarment; and**

**(iii) Be ineligible for participation in programs conducted under the authority of the Act.**

#### **K.11 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (APR 1984)**

**The offeror represents that--**

**(a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this**



solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

(b) It [ ] has, [ ] has not filed all required compliance reports;  
and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**K.12 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The offeror represents that--

(a) It [ ] has developed and has on file, [ ] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) It [ ] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K.13 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)**

The Offeror certifies that--

(a) Any facility to be used in the performance of this proposed contract is [ ], is not [ ] listed on the Environmental Protection Agency (EPA) List of Violating Facilities;

(b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the (EPA) List of Violating Facilities; and

**(c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.**

**K.14 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE  
REPORTING (OCT 1995)**

**(a) The offeror, by signing this offer, certifies that--**

**(NOTE: The offeror must check the appropriate box(es).)**

**☐ (1) To the best of its knowledge and belief, it is not subject to the filing and reporting requirements described in Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) sections 313(a) and (g) and Pollution Prevention Act of 1990 (PPA) section 6607 because none of its owned or operated facilities to be used in the performance of this contract currently--**

**☐ (i) Manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c).**

**☐ (ii) Have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A).**

**☐ (iii) Meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA).**

**☐ (iv) Fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in FAR section 19.102.**

**☐ (2) If awarded a contract resulting from this solicitation, its owned or operated facilities to be used in the performance of this contract, unless otherwise exempt, will file and continue to file for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in EPCRA sections 313(a) and (g) and PPA section 6607 (42 U.S.C. 13106).**

**(b) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995 (60 FR 40989-40992).**

**K.15 DFARS 252.219-7000 SMALL DISADVANTAGED BUSINESS CONCERN  
REPRESENTATION (DOD CONTRACTS) (APR 1994)**

**(a) "Definition." "Small disadvantaged business concern," as used in this provision, means a small business concern, owned and controlled by individuals who are both socially and economically disadvantaged, as defined by the Small Business Administration at 13 CFR part 124, the majority of earnings of which directly accrue to such individuals. This term also means a small business concern owned and controlled by an economically disadvantaged Indian tribe or Native Hawaiian organization which meets the requirements of 13 CFR 124.112 or 13 CFR 124.113, respectively. In general, 13 CFR part 124 describes a small disadvantaged business concern as a small business concern --**

**(1) Which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals; or**

**(2) In the case of any publicly owned business, at least 51 percent of the voting stock is unconditionally owned by one or more socially and economically disadvantaged individuals; and**

**(3) Whose management and daily business operation are controlled by one or more such individuals.**

**(b) "Representations." Check the category in which your ownership falls --**

\_\_\_\_\_ **Subcontinent Asian (Asian-Indian) American (U.S. citizen with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal)**

\_\_\_\_\_ **Asian-Pacific American (U.S. citizen with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), the Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia)**

\_\_\_\_\_ **Black American (U.S. citizen)**

\_\_\_\_\_ **Hispanic American (U.S. citizen with origins from South America, Central America, Mexico, Cuba, the Dominican Republic, Puerto Rico, Spain, or Portugal**

\_\_\_\_\_ **Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians, including Indian tribes or Native Hawaiian organizations)**

\_\_\_\_\_ **Individual/concern, other than one of the preceding, currently certified for participation in the Minority Small Business and Capital Ownership Development Program under section 8(a) of the Small Business Act**

\_\_\_\_\_ **Other**

**(c) "Certifications." Complete the following --**

**(1) The offeror is \_\_\_\_\_ is not \_\_\_\_\_ a small disadvantaged business concern.**

**(2) The Small Business Administration (SBA) has \_\_\_\_\_ has not \_\_\_\_\_ made a determination concerning the offeror's status as a small disadvantaged business concern. If the SBA has made a determination, the date of the determination was \_\_\_\_\_ and the offeror --**

\_\_\_\_\_ **Was found by SBA to be socially and economically disadvantaged and no circumstances have changed to vary that determination**

\_\_\_\_\_ **Was found by SBA not to be socially and economically disadvantaged but circumstances which caused the determination have changed**

**(d) "Penalties and Remedies." Anyone who misrepresents the status of a concern as a small business for the purpose of securing a contract or subcontract shall --**

**(1) Be punished by imposition of a fine, imprisonment, or both;**

**(2) Be subject to administrative remedies, including suspension and debarment; and**

**(3) Be ineligible for participation in programs conducted under authority of the Small Business Act.**

**K.16 DFARS 252.225-7026 REPORTING OF CONTRACT PERFORMANCE  
OUTSIDE THE UNITED STATES (NOV 1995)**

**(a) "Reporting criteria."**

**Reporting under this clause is required for --**

**(1) Offers exceeding \$10 million, if the Offeror is aware at the time the offer is submitted that it or its first-tier subcontractor intends to perform any part of the contract that exceeds \$500,000 outside the United States and Canada, if that part could be performed inside the United States or Canada;**

**(2) Contracts exceeding \$10 million, when any part that exceeds \$500,000 could be performed inside the United States or Canada, but will be performed outside the United States and Canada. If the information was submitted with the offer, it need not be resubmitted unless it changes; and**

**(3) Contracts exceeding \$500,000, when any part that exceeds \$25,000 will be performed outside the United States, unless a foreign place of performance is --**

**(i) The principal place of performance; and**

**(ii) Indicated by the Offeror's entry in the Place of Performance provision of the solicitation.**

**(b) "Submission of reports."**

**(1) The Offeror shall submit reports required by paragraph (a)(1) of this clause with its offer.**

**(2) The Contractor shall submit reports required by paragraph (a)(2) of this clause to the Contracting Officer as soon as the information is known, with a copy to the addressee in paragraph (b)(3) of this clause. With respect to performance by a first-tier subcontractor, this information shall be reported, to the maximum extent practicable, at least 30 days before award of the subcontract.**

**(3) The Contractor shall submit reports required by paragraph (a)(3) of this clause within 10 days of the end of each Government quarter to--Deputy Director of Defense Procurement (Foreign Contracting) OUSD(A&T)DP(FC) Washington, DC 20301-3060**

**(4) The Offeror/Contractor shall submit reports on DD Form 2139, Report of Contract Performance Outside the United States. Computer-generated reports are acceptable, provided the report contains all information required by DD Form 2139. Copies of DD Form 2139 may be obtained from the Contracting Officer.**

**(c) "Flowdown requirements."**

**(1) The Contractor shall include a clause substantially the same as this one in all first-tier subcontracts exceeding \$100,000, except subcontracts for commercial items, construction, ores, natural gases, utilities, petroleum products and crudes, timber (logs), or subsistence.**

**(2) The Contractor shall provide the prime contract number to subcontractors for reporting purposes.**

**(d) "Information required."**

**Information to be reported on the part of this contract performed outside the United States (or outside the United States and Canada for reports required by paragraphs (a)(1) and (a)(2) of this clause) includes that for--**

**(1) Subcontracts;**

**(2) Purchases; and**

**(3) Intracompany transfers when transfers originate in a foreign location.**

**(a) The Offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "Supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.**

**(b) "Representation." The Offeror represents that it --**

**\_\_\_\_\_ Does anticipate that supplies will be  
transported by sea in the performance of any contract  
or subcontract resulting from this solicitation.**

**\_\_\_\_\_ Does not anticipate that supplies will be  
transported by sea in the performance of any contract  
or subcontract resulting from this solicitation.**

**(c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense FAR Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.**





## **SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

### **L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (JUN 1988)**

**This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.**

#### **FAR**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 91
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	APR 91
52.215-5	SOLICITATION DEFINITIONS	JUL
87 52.215-7	UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS	
APR 84 52.215-8	AMENDMENTS TO SOLICITATIONS	
DEC 89 52.215-9	SUBMISSION OF OFFERS	
JUL 95 52.215-10	LATE SUBMISSIONS, MODIFICATIONS, AND	
WITHDRAWALS JUL 95	OF PROPOSALS	
	52.215-12 RESTRICTION ON DISCLOSURE AND	
USE OF DATA	APR 84 52.215-13 PREPARATION OF OFFERS	
	APR 84 52.215-14 EXPLANATION TO PROSPECTIVE	
OFFERORS	APR 84 52.215-15 FAILURE TO SUBMIT OFFER	
	JUL 95 52.215-16 CONTRACT AWARD	
ALTERNATE II (OCT 1995)	OCT 95 52.216-27 SINGLE OR	
MULTIPLE AWARDS	OCT 95 52.222-24	
PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE	APR 84	
REVIEW		
52.237-1	SITE VISIT	APR
84		
252.209-7001	DISCLOSURE OF OWNERSHIP OR CONTROL BY THE	SEP 94
	GOVERNMENT OF A TERRORIST COUNTRY	
252.209-7003	DISCLOSURE OF COMMERCIAL TRANSACTIONS WITH THE	SEP 94
	GOVERNMENT OF A TERRORIST COUNTRY	
252.227-7017	IDENTIFICATION AND ASSERTION OR USE, RELEASE, OR	JUN
95	DISCLOSURE RESTRICTIONS	
252.227-7028	TECHNICAL DATA OR COMPUTER SOFTWARE PREVIOUSLY	JUN
95	DELIVERED TO THE GOVERNMENT	
252.237-7019	IDENTIFICATION OF UNCOMPENSATED OVERTIME	
APR 92		

#### **L.2 RESERVED**

**L.3 52.216-1 TYPE OF CONTRACT (APR 1984)**

**The Government contemplates award of time and materials indefinite quantity indefinite delivery contracts with fixed price and T&M delivery orders resulting from this solicitation.**

**L.4 52.233-2 SERVICE OF PROTEST (AUG 1996)**

**(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:**

**Kevin Conneen**

**Hand-Carried Address:**

**DLA Administrative Support Center  
Office of Contracting (DASC-CPA)  
8725 John J. Kingman Rd., Rm 1134, STE 0119  
Fort Belvoir, VA 22060-6220**

**Mailing Address:**

**DLA Administrative Support Center  
Office of Contracting (DASC-CPA)  
8725 John J. Kingman Rd., Rm 1134, STE 0119  
Fort Belvoir, VA 22060-6220**

**(b) The copy of any protest shall be received in the office designated above on the same day a protest is filed with the GSBGA or within one day of filing a protest with the GAO.**

**L.5 DLAR 52.214-9000 POSTPONEMENT OF OPENING OF OFFERS  
(OCT 1982)**

**If the opening of offers is postponed because emergency or unanticipated events (such as, but not limited to, flood, fire, accident, weather conditions, or strikes) result in closing the site for opening offers, so that the conduct of openings as scheduled is impracticable, offers or modifications or withdrawal of offers received prior to the time of actual opening will be considered as timely. Offers or modifications or withdrawal of offers received after the time of actual opening of offers, when opening of offers was postponed as provided above, will not be considered except as provided in FAR 52.214-7 or FAR 52.215-10, as applicable.**

**L.6 52.205-9A00 NEWS RELEASES (OCT 1992)**

**Offerors will make no news releases pertaining to this solicitation or subsequent contract award without prior approval of the Contracting Officer.**

**L.7 52.215-9A03 INCURRED COSTS (OCT 1992)**

**The Government is not liable for any costs incurred by Offerors in submitting proposals in response to this solicitation.**

**L.8 52.215-9A04 PROPOSAL ACCEPTANCE PERIOD (OCT 1992)**

**(a) "Acceptance Period," as used in this provision, means the number of calendar days available to the Government from the date specified in this solicitation for receipt of proposals.**

**(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.**

**(c) The government requires an acceptance period of 120 calendar days.**

**(d) The offeror agrees to execute all that is undertaken to do, in compliance with this offer, if such offer is acceptable to the Government and is accepted within the acceptance period stated in paragraph (c) above or within any extension thereof which has been agreed to by the offeror.**

**L.9 ALTERNATE PROPOSALS**

**Alternate proposals are not authorized.**

**L.10 SUBCONTRACTING PLAN**

**(a) Offerors shall submit a subcontracting plan in the Volume II Cost Proposal. The plan must be submitted in accordance with FAR and DFARS Parts 19, with specific attention paid to FAR 19.704, FAR 52.219-9 and DFARS 252.219-7003.**

**(i) As stated in FAR provision 52.219-1 at paragraph K.10 entitled “SMALL BUSINESS program PREPRESENTATION”, the SIC code for this solicitation is 7379 for Computer Related Services, not elsewhere classified, which has an associated size standard of \$18 million.**

**(ii) Subcontracted work need not be classified as SIC Code 7379. It should be classified under whatever SIC Code is appropriate for the work to be performed. The size standard for that SIC Code can be used to determine if subcontracting goals are met.**

**(b) All cost and technical information must be included in the appropriate sections of the offeror s proposal in addition to submission of the subcontracting plan.**

**(c) The offeror shall show the subcontractor s business size, the percentage and type of workload estimated to be subcontracted out.**

**(d) All prospective subcontractors contacted by your firm in any manner should be expressly advised in writing that no solicitation on your behalf shall be construed in any manner to be an obligation on your part to enter into a subcontract with said subcontractor. Nor shall any contract result in any claim whatsoever against the United States Government for reimbursement of costs for any efforts expended by said subcontractor, regardless of whether or not your firm is successful in receiving a contract as a result of the proposal.**

#### **L.11 SECURITY REQUIREMENTS**

**(a) This solicitation contains a Department of Defense Contract Security Classification Specification which requires the contractor to have or be able to obtain a clearance according to DoD Regulation 5220.22. This clearance is required for performance under the contract.**

**(b) Offerors shall demonstrate that they either have a current clearance, a current interim clearance, or can obtain one of these within 20 days after the offer due date which is stated in block 9, SF 33. The time and date for compliance with the security requirements in this solicitation may be extended by the Contracting Officer.**

#### **L.12 FORMAL COMMUNICATION - REQUEST FOR CLARIFICATION(S) OR**

**(a) Formal communications and specifically requests for clarification(s) and/or information concerning this solicitation shall be submitted in writing to the Contracting Officer at the following address:**

**DLA Administrative Support Center  
ATTN: Kevin Conneen, DASC-CPM  
8725 John J. Kingman Rd, Suite 0119  
Ft. Belvoir, VA 22060-6220**

**(b) No information concerning this solicitation for requests for clarification will be provided in response to telephone calls from vendors. All such requests shall be made in writing and submitted to the above address. Written inquiries will be answered in writing and provided to all offerors, if appropriate, and issued via an amendment to the RFP. Offerors shall submit their written questions on a diskette and two paper copies.**

**(c) Any questions regarding this RFP shall be received by the Contracting Officer within ten (10) calendar days from the RFP issuance date in order to be considered for a response(s).**

### **L.13 TELEGRAPHIC OFFERS**

**Telegraphic (including mailgrams) offers/proposals are not authorized for this solicitation.**

### **L.14 PRIME CONTRACTOR RESPONSIBILITY**

**Offerors are strongly encouraged to subcontract with small, small disadvantaged and women- owned businesses and enter teaming arrangements to increase competition, to the maximum practical extent. However, the Offeror shall be held responsible as the prime contractor for the procurement of all services required under this contract. The Offeror alone shall be held responsible by the Government for performance of all contractor's obligations under any contract resulting from their proposal. The Government in turn shall render all payments due from services performed solely to the prime contractor.**

### **L.15 ANTICIPATED AWARD DATE**

**The anticipated award of contracts as a result of this solicitation is May/June 1997.**

### **L.16 PROPOSAL SUBMISSION INSTRUCTIONS**

**A three volume written proposal shall be submitted by Offerors in accordance with this section.**

#### **L.16.1 Written Proposal Submission Instructions**

**(a) The written proposals shall be provided in three volumes: Volume I Past Performance, Volume II-Software Process Maturity Questionnaire, and Volume III-Price Proposal. Volume I is due 15 days after issuance of the solicitation. However, contractor's may modify the proposal up to the proposal due date listed on the SF 33. The written proposal submitted as Volumes I , Volumes II, and Volume III will be evaluated on the**

information presented. Therefore, organization, clarity, accuracy of information, relevance, and completeness are of prime importance. Offerors shall confine their submissions to established page limitations where applicable. All pages, or any other material, in excess of the maximum number of pages stated will not be evaluated.

(b) The proposal shall be bound in separate three-ring slant-D binders of minimum size to contain the material as follows:

Volume I	-	One (1) Binder
Volume II	-	One (1) Binder
Volume III	-	One (1) Binder

A binder cover sheet shall be affixed to the outer cover of each volume, which clearly identifies each volume (by volume number and name), copy number (i.e. copy 1 of 5), the RFP number, date of submission, and Offeror's name. This information shall also appear on the edge of the bidder to allow for rapid accountability when placed in vertical position in a storage cabinet. Tab indexing shall be used to identify all sections within a particular proposal volume. There shall be no writing on the tab index page other than that writing required to identify the particular section

(c) The Offeror's written proposal shall be prepared on standard 8.5 x 11 inch pages in portrait orientation. The proposal pages shall be numbered, printed on side only, and punched with a 3-hole punch along the left margin. Each page must have a one-inch margin at the top, the bottom, and on each side. Page numbers, notations of proprietary information, and any other identifying information printed on each page are excluded from the margin requirement.

(d) Print must be spaced at 6 lines per inch. Text font must be no small than 12 point, however, text included on figures, charts, and/or matrices may be reduced to 8 point. Offerors may use proportional fonts provided the Government's requirement for the proposal to be readable is met and smaller type is not used to circumvent the proposal page limitations. Should the offerors require fold-out pages, one fold-out page shall not exceed either 8.5 inches X 22 inches or 17 inches X 11 inches, which when folded in half will be no larger than 8.5 X 11 inches.. The fold-out will count as two pages.

(e) Each copy of each Volume of the written proposal shall also be submitted in two (2) copies on Double Sided, High Density 3.5-inch floppy diskettes (formatted at 1.44MB). All diskettes shall be readable on an IBM PC compatible system running Window V3.1. Each diskette shall be clearly labeled, and each label shall state the Offeror's name, the solicitation number, the date of the submission, and the proposal volume (name and number) which is contained on the diskette. If more than one diskette is required for a volume, the diskettes shall be labeled as Disk "x" of "y" (e.g. Disk 1 of 2). A PKZIP file is acceptable. Offerors are required to provide instructions to UNZIP. If there are any discrepancies between the electronic version and the hardcopy version submitted in response to this RFP, the hardcopy version shall be considered binding.

#### **L.16.1.1 Proposal File Naming Conventions**

**(a) Volume I**

**(1) Section 1: Indroduction shall be contained in a Word Perfect v6.1 or below file named "v1s1.wp"**

**(2) Section 2: Each Past Performance Project Description shall be contained in a Word Perfect v6.1 or below file named "vls2-xxx.wp" where "xxx" is the sequential number of the Project Description.**

**(3) Section 3: The past experience matrix shall be contained in a Word Perfect v6.1 or below file named "v1\_s3".**

**(4) Section 4: Shall be contained in a Word Perfect v6.1 or below file named "v2\_sec4.wp". (Note: The subcontractor letters of commitment (do not need to be submitted electronically).**

**(b) Volume II**

**(1) The Software Process Maturity Questionnaire (s) shall be contained in a Wordperfect V6.1 or below file named "v2\_spmqx.wp" where "x" is the sequential number of the questionnaire/project.**

**(c) Volume III**

**(1) Section 1: Price Proposal (Btables). The B-tables shall be submitted in spreadsheets in Lotus 1-2-3 version 5. The file shall be named v3\_secb.wk4.**

**(2) Section 2: The subcontracting plan shall be contained in a WordPerfect v6.1 or below file named "v3\_subk.wpd"**

**(3) Section 3: The Compensation for Professional Employees Plan file shall be contained in a WordPerfect V6.1 or below file named "v3\_cpep.wpd"**

**(4) Section 4: Representations and Certifications do not need to be submitted electronically.**

**(5) Section 5: Identification of subcontractors expected to exceed \$1 million may be submitted in hard copy only.**

**L.17 PROPOSAL CONTENT**

## **L.17.1 Volume I PAST PERFORMANCE**

**(a) The Offeror shall submit as Volume I its evidence of past performance and past experience on contracts/delivery orders having requirements consistent with the scope and complexity in each of the twelve (12) task areas described in Section C. Past Performance information may be on contracts for Federal, State, or Local Government, or commercial contracts. Volume I shall consist of three sections:**

**Section I - Past Performance Project Descriptions**

**Section 2 - Past Experience Matrix**

**Section 3 - Program Manager Resume/Subcontractor Letters of Commitment**

**All sections of Volume I shall be contained in the same 3-ring binder. Specific requirements for each section are specified below.**

**(b) Information provided by an Offeror in its proposal is subject to verification/validation by the Government during the evaluation and/or pre-award survey process. The Government reserves the right to contact the Government/commercial points of contract, project officials, and any other persons who have been involved in any of the contracts listed by the Offeror in its proposal, for the purposes of verifying the information provided and obtaining additional information concerning the Offeror's performance on these contracts. This applies to the Offeror and any proposed subcontractors.**

**(c) The offeror shall submit an original and 5 copies of Volume I to:**

**DLA Systems Design Center  
ATTN: Marvin Sellers, DSDC-TBC  
Bldg 20, Room C455  
3990 East Broad Street  
Columbus, OH 43216-5002**

### **L17.1.1 Volume I, Section 1 and 2 : Introduction and Past Performance Project Descriptions**

**(a) Offerors shall submit an introductory portion to present the teaming partners and convey the team experience as Section 1 and Past Performance Project Descriptions as Section 2 of Volume I. These descriptions shall provide information on contracts/delivery orders on which the Offeror or any of its proposed subcontractor has performed or is performing work, as a prime contractor or as a subcontractor. (b) Offerors shall provide information on contracts which provide the best evidence of its (or its proposed**



subcontractors) technical and managerial experience in the twelve DSETS task areas contained in Section J. (c) Offerors shall submit their Past Performance Project Descriptions in the 19-item format shown below.

#### **PAST PERFORMANCE PROJECT DESCRIPTION**

- 1. PROJECT NO.:** Identify each Project Description (PD) by sequential number; e.g., PD1, PD2, etc.
- 2. PROJECT NAME:** Self-explanatory
- 3. PRIMARY PERFORMER**
- 4. CONTRACT/ORDER NO:** Indicate the contract number and, when applicable, the order number under which the project was performed.
- 5. PRIME CONTRACTOR:** Self-explanatory
- 6. MAJOR SUBCONTRACTORS:** List the major subcontractors assigned to the contract/order.
- 7. CONTRACT/ORDER TYPE:** E.g., IDIQ, FFP, T&M, etc.
- 8. CONTRACT/ORDER TOTAL DOLLAR VALUE:** Indicate the total value of the contract/order for the project.
- 9. CONTRACT/ ORDER PERIOD OF PERFORMANCE:** Indicate by month and year, the start and completion (or ongoing) dates for the project.
- 10. LIST OF QUALITY AWARDS OR QUALITY CERTIFICATIONS RECEIVED:** List any quality awards, quality certifications received as a result of work performed for the project.
- 11. ASSIGNED PERSONNEL:** Show the labor required to complete this project, listed by labor category title, average number of people, and total hours by category.
- 12. CONTRACTING OFFICER NAME, ADDRESS, VOICE PHONE, FAX PHONE:** Self-explanatory.
- 13. ADMINISTRATIVE CONTRACTING OFFICER (If different from Contracting Officer) NAME, ADDRESS, VOICE PHONE, FAX PHONE:** Self-explanatory
- 14. GOVERNMENT/COMMERCIAL (CUSTOMER) TECHNICAL POINT OF CONTACT**  
**NAME ADDRESS, VOICE PHONE, FAX PHONE:** Identify the individual (e.g. COR, COTR or Task Monitor for the project.
- 15. DSETS TASK AREAS(S):** List the DSETS Task Area(s) in which this project was performed.(If applicable)
- 16. DLA AUTOMATED INFORMATION SYSTEM:** List the DLA AIS under which this project was performed. (If applicable)
- 17. PROJECT APPROACH:** describe the technical and management approach developed and used in the formulation of a solution to the project, including tools and methodologies.

**18. PROJECT SOLUTION:** Describe the solution attained for the project, including deliverables.

**19. PROBLEM AREAS:** Describe any problem areas encountered during performance which may reflect negatively upon your organization from a customer perspective and the resolution of the problem.

**L.17.1.1.2 Volume I, Section 3: Past Experience Matrices**

(a) Offerors shall submit Past Experiences Matrices as Section 3 of Volume 1 following guidance provided in subparagraph (b) below. These matrices shall provide information on contracts/orders on which the Offeror or any of its proposed subcontractor performed or is performing work, as a prime contractor or as a subcontractor. The contracts/orders listed in these matrices must be the same as the contracts/orders contained in the Volume I Section 1, Project Descriptions. (b) The contracts/orders shall represent and provide evidence of the Offeror's and its proposed subcontractors experience in the DSETS Task Areas and DLA AIS's listed in Section J. Offerors shall complete the Past Experience Matrices in Section J. The left hand column of the matrices lists the DSETS Task Areas and DLA AIS's. The Offeror shall indicate past experience by denoting in the right-hand column each project number from the Past Performance Project Descriptions, that represents experience in the DSETS Task Area or DLA AIS.

**L.17.1.1.3 Volume I, Section 4: Program Resume/Subcontractor Letters of Commitment**

(a) Offerors shall submit Program Manager Resume and Subcontractor Letters of Commitment as Section 3 of Volume I. The Program Manager resume shall provide evidence that the offeror meets the minimum requirements of Section C for these areas.

(i) The Resume shall conform to the following format:

(1) Name: (Including maiden, if applicable)

(2) Educations: (Degree/discipline/year attained, educational institution)

(3) Security Clearance: (List clearance(s) currently held)

(4) Present Position:

a. Company and title of position.

b. Dates of employment

c. Brief description of duties and responsibilities

d. Number and type of personnel supervised

e. Immediate supervisor name and telephone number including area code.

**f. Skills utilized (specify skills utilized, including length of time in months, and describe how each skill was used to perform tasks similar in scope/complexity to one or more of the twelve DSETS Task Areas.**

**(5) Prior Position(s): include same information as provided in Present Position, items a. through f. above.**

**(ii) The Offeror shall include a signed letter of commitment from a corporate official of each proposed subcontractor stating the availability of the subcontractor for DSETS performance at contract award. The offeror shall not receive past experience credit for a subcontractor without providing a letter of commitment from the subcontractor.**

#### **L.17.2 Volume II--Software Engineering Capability**

**(a) The offeror shall submit a total of five (5) copies of Volume II to the following address.**

**DLA Administrative Support Center  
ATTN: Kevin Conneen, Suite 0119 (Suite 1134 if sent by  
7825 John J. Kingman Rd.  
Ft. Belvoir, VA 22060**

**(b) The offeror shall provide the following information to assist the Government's preparation for the Software Capability Evaluation (SCE) of each offeror.**

**(c) The offeror will complete the Software Engineering Institute (SEI) Maturity Questionnaire (MQ) version 1.1.0 (April 94), Attachment F for a minimum of three current project, but no more than eight current projects from the unit of the contractor's company responsible for performance under this contract (Note: a project is considered current if it is on-going or has been completed within the last year). The offeror shall select only those projects that best match the engineering requirements of this contract. For each "yes" response to the MQ, note on the comment line the mechanism or documentation justifying the response and at the start of the comment line the degree of implementation of each practice using a letter identifier from the following legend:**

- (A) Not implemented at this time.**
- (B) Currently planning to implement. See improvement plan.**
- (C) In the process of implementing.**
- (D) Implemented with less than a year's experience.**

- (E) Implemented on a project by-project-basis.**
- (F) Implemented organizationally.**
- (G) Not appropriate for our organization.**

**(d) For each project for which a Maturity Questionnaire version 1.10 dated April 94 (Attachment F) is completed and submitted, the offeror will also complete and submit a Product Profile (Attachment G) that is no greater than one page in length.**

**(e) After the proposal is received, the Government will coordinate a site visit with offerors to conduct the Software Capability Evaluation (SCE) at the offeror's location. The Contractor will be required to represent all projects for which Maturity Questionnaires are submitted at one location for the performance of the SCE. The offeror will provide, with your proposal, a point of contact and phone number at the offeror's site for the SEC team leader to coordinate all SCE activities. The Government will also communicate details about the site visit during the coordination process. The offeror will be notified of the projects to be examined approximately five working days prior to the site visit.**

**(f) If a site visit is conducted with your firm, the SCE team will need a closed meeting room capable of accommodating at least eight people. The offeror should have a copy of the organization's software standards, procedures and/or operating instructions, and organizational charts for the projects being reviewed in the meeting room when the SCE team arrives. All interviews conducted as part of the SCE will be done in private, one individual at a time.**

### **L.17.3 Volume III--Price Proposal**

**(a) Prime contractor are limited to first-tier subcontractors only; no second-, third-, etc. tier subcontractor are allowed. Additionally, prime Contractors shall procure materials; first-tier subcontractors shall not procure any materials. All labor will be reimbursed via the time-and- materials and firm fixed price composite rates.**

**(b) The offeror shall submit a total of five (5) price proposals to the following address.**

**DLA Administrative Support Center  
ATTN: Kevin Conneen, Suite 0119 (Suite 1134 if sent by  
7825 John J. Kingman Rd.  
Ft. Belvoir, VA 22060**

**(c) The offeror and first-tier subcontractor shall comply with the instructions for development of their price proposal outlined in Section B using LOTUS 1-2-3, Version 5 and herein. Copies of the complete cost proposal shall be submitted using the Standard Form 1448, Proposal Cover Sheet, with appropriate supporting attachments.**

**(d) Subcontractors shall submit complete Section B tables independent of the prime contractor's price proposal in the quantities specified above to the address provided in Section B. Information on burden/indirect cost rate shall be furnished for each burden center, e.g. G&A, fringe rates, overhead, profit, etc. This information will be used to determine cost realism in regards to the prime contractor's composite rate. Also, the subcontractors shall submit to the Contracting Officer a completed Section K, entitled "Representations, Certifications, and Other Statements of Offerors".**

**(e) The prime contractor shall show/explain how they achieved their composite rate. The Prime and each subcontractor should provide backup data that reveals the derivation of composites of approved rates that may be derived from multiple business units and cost centers.**

**(f) The use of uncompensated overtime is not encouraged. However, if proposed, the offeror shall identify uncompensated overtime hours and rates in accordance with DFARS 252.237-7019.**

**(h) It is the offeror's responsibility to ensure that all subcontractors submit a completed Section K.**

**(i) Prime contractor shall include their subcontract plan in Volume II Section 2. To expedite the Government's EEO Preaward Clearance Request process, the prime contractor shall include a list of all proposed subcontractors with a proposed subcontract estimated at \$1 million or more to include the following information: Name, address, point of contract and a telephone number. The Government plans to request EEO Clearances early in the evaluation process to avoid possible delays in making the awards.**

**(k) Offerors shall provide a "Compensation for Professional Employees Plan" for evaluation in accordance with FAR 52.222-46 in Volume II, Section 3.**

<b>PROPOSAL VOLUME</b>	<b>NUMBER OF COPIES REQUIRED</b>	<b>SPECIFIC INSTRUCTIONS</b>	<b>TOTAL PAGES MAXIMUM</b>
<b>I-PAST PERFORM ANCE</b>	<b>5</b>	<b>SECTION 1: Indroduction</b>  <b>SECTION 2: Past Performance Project Descriptions</b>  <b>SECTION 3: Past Experience Matrices</b>  <b>SECTION 4: Subcontractor Letters of Commitment, CMM Certification, PM Resume</b>	<b>10 pages</b>  <b>200 pages formatted per Section L.17, plus diskette</b>  <b>No Limit, Formatted per Section J, Attachments D&amp;E plus diskette</b>  <b>As Required, plus diskette</b>
<b>II-SPMQ</b>	<b>5</b>	<b>Software Process Maturity Questionnaire's &amp; Project Profile's</b>	<b>As Required</b>
<b>III- PRICE PROPOSAL</b>	<b>5</b>	<b>SECTION 1-In accordance with Section L.</b>  <b>SECTION 2-Subcontracting Plan</b>  <b>SECTION 3-Compensation for Professional Employees Plan</b>  <b>SECTION 4-Representations &amp; Certifications</b>  <b>SECTION 5-EEO Pre-Award Clearance</b>	<b>As Required</b>  <b>As Required</b>  <b>As Required</b>  <b>As Required</b>  <b>As Required</b>

## **SECTION M - EVALUATION FACTORS FOR AWARD**

### **M.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (JUN 1988)**

**This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.**

#### **FAR**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
<b>52.215-34</b>	<b>EVALUATION OF OFFERS FOR MULTIPLE AWARDS</b>	<b>MAR 1990</b>
<b>52.222-46</b>	<b>EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES</b>	<b>APR 1984</b>

### **M.2 DLAR 52.217-9000 DATA PRICING, EVALUATION AND AWARD (OCT 1982)**

**(a) If the offeror does not indicate a charge for data, the Government will consider and the offeror agrees that the data charge is included in the price of the end item. The Government reserves the right to waive one or more data CLINs in evaluating each offer and in awarding the contract, as the best interests of the Government may require. Each offer will be evaluated on the basis of only those data CLINs required of that offeror.**

**(b) Separate awards will not be made for data CLINs.**

### **M.3 BASIS FOR AWARDS**

**(a) The selection of contractors for awards will be based on the quality and strength in the area of Past Performance and Software Engineering Capability as evaluated in accordance with the criteria as set forth below, cost and other factors considered. The awards will be based on the ability to best satisfy the Government's requirements. Cost will be considered, although of lesser importance than past performance.**

**(b) In accordance with FAR 52.215-16, the Government intends to award contracts based on initial offers. Pursuant to FAR 15.605(c), the Government may award the resulting contracts to other than the lowest offeror, or to other than the offeror with the highest rating.**

(c) Award will be made to the Offerors which are determined by the Source Selection Authority (SSA) to be the most advantageous to the Government and thus represent the best value, price and other factors considered.

(d) If there are any discrepancies between the electronic version and the hardcopy version submitted in response to this RFP, the hardcopy shall be considered binding.

(e) Offerors must meet or exceed all RFP requirements to be eligible for award.

#### **M.4 COST EVALUATION**

(a) Section B contains estimated hours for each labor category for the base year of the contract and for each option year including a Firm Fixed Price and a Time and Materials rate for Contractor sites and Government sites. The estimated cost for labor will be based on these hours, and the cost per hour which the offeror proposes. For evaluation purposes 50% of the hours will be evaluated at the FFP rate and 50% will be evaluated at the T&M rate.

(b) Section B also contains estimates of Other Direct Costs (ODCs) which the contractor may be required to incur during each contract year. The estimated cost to the Government will be determined by using these estimates and the mark-up percentages (material handling/material G&A, etc) proposed by the Contractor.

(c) Total estimated cost to the Government for these contracts will be determined by adding the costs derived above. The estimated number of hours for each contract year and for each labor category and estimated costs for ODCs are for evaluation only. The price evaluation will be based on the total life cycle cost. Furthermore, to adequately reflect the Government's estimated usage of this contract, the following discount factors will be applied to each contract year.

	YR 1	YR2	YR3	YR4	YR5
DISCOUNT FACTOR	1	1	1	.5	.25

(d) The Government will examine each offeror's cost proposal for affordability, realism, and reasonableness. The Government will be the sole judge of these determinations.

#### **M.5 SUBCONTRACTING PLAN**

If the offeror is a large business, the offeror shall submit a Subcontracting Plan in accordance with Section L. The Contracting Officer shall determine the acceptability of the plan based on the six elements of the plan IAW FAR 19.704, Subcontracting Plan Requirements. The Contracting Officer shall advise the offeror of any weaknesses in the



**plan and request revisions by a specific date. An acceptable subcontracting plan is required to be eligible for award.**

## **M.6 EVALUATION CRITERIA/INSTRUCTIONS**

### **M.6.1 EVALUATION OF OFFERS**

**Evaluation of all offers will be made in accordance with the criteria outlined in this Section M. The proposals will be evaluated against the following four (4) factors.**

- 1) Past Performance**
- 2) Software Engineering Capability**
- 3) Cost**
- 4) Socio Economic Commitment**

**Past Performance and Software Engineering Capability are comparatively equal in importance. The Past Performance and Software Engineering Capability factors are significantly more important than Cost. Cost is significantly more important than Socio Economic Commitment. Although Cost is of less importance than Past Performance and Software Engineering Capability, taken as a whole, it is an important factor and should not be ignored. The degree of its importance will increase with the degree of equality of the proposals in relation to the others factors on which selection is to be based. Furthermore, cost will be evaluated on the basis of cost realism. Should proposals become equal or nearly equal in terms of Past Performance, Software Engineering Capability, and Cost, Socio Economic Commitment will be used as a discriminating element for determining the selection of sources among otherwise substantially equal offers. Offerors must meet or exceed all RFP requirements to be eligible for award.**

### **M.6.2 QUALITATIVE EVALUATION CRITERIA**

#### **M.6.2.1 Factors, Subfactors, and Elements**

**(a) The non-cost evaluation factor are Past Performance, Software Engineering Capability, and Socio Economic Concerns.**

**(b) In order to provide the offeror with insight to the Government s value of the factors and subfactors, the following terminology is used:**

**Significantly more important The criterion is at least two times greater in value than another criterion.**

**More Important.** The criterion is greater in value than another criterion, but less than two times greater.

**Comparatively Equal.** The criterion is nearly the same in value as another criterion; any difference is very slight and unimportant.

(c) In accordance with this terminology, the Past Performance factor and the Software Engineering Capability are significantly more important than Cost. Past Performance is divided into subfactors which will be further divided into elements. Subfactors are comparatively equal within Past Performance. All elements within a subfactor are comparatively equal within each subfactor.

(d) All elements will be measured against standards which have been developed to represent guidelines for adequacy of approach and understanding of the problem. Work performed for the Defense Logistics Agency (DLA) will receive greater consideration than work performed for organizations other than DLA.

(e) The evaluation will include the determination of strengths, weaknesses, and risks for each factor, subfactor, and element.

#### **M.6.2.2 Detailed Description of Evaluation Criteria**

Detailed descriptions of the specific evaluation factors, subfactors, and elements are indicated below.

##### **1. Factor - Past Performance**

This factor will be evaluated on the basis of the combined Offeror s and proposed subcontractor technical and managerial experience and performance in providing support services consistent in scope and complexity with each of the twelve task areas listed in Section C during the last five years. The information presented in the offeror s proposal, together with information from other sources available to the Government will provide the input for evaluation of this factor. The information provided shall address contracts performed within the past five years. Contracts for which more than five years have passed since completion/termination (measured from the date of DSETS proposal submission) will not be evaluated. Offeror s, including proposed subcontractors , lack of past performance evidence will be treated as an unknown performance risk.

##### **(a) Subfactor-Past Experience**

**Elements:** (1) The degree to which the offeror, including proposed subcontractors, demonstrates its experience in performing system engineering technical support tasks consistent with the scope and complexity of each of the twelve task areas specified in the Statement of Work, as well as demonstrates experience in performing tasks in support of the DLA Automated Information Systems listed in Section J, Attachment C . At a

**minimum, the Offeror must provide evidence of experience (i.e., at least one contract/order) in:**

- (i) All twelve (12) of the DSETS task areas.**
- (ii) Seven (7) of the twelve (12) DLA Automated Information Systems.**

**This experience may be collectively gained from the Offeror and all proposed subcontractors. The government will subjectively evaluate the relevancy of the work performed to determine the quality of the contractor's experience.**

**(b) Subfactor-Past Performance**

**The offeror's record of past performance, or the lack thereof will be an important factor in the assessment of the risk involved in the contractor's offer. A risk rating will be developed that will reflect the Government's degree of confidence that the offeror will perform the required services, at the level needed, under this program. The rating will be used to adjust the Government's evaluation of the offeror's proposal, and may be highly influential to the determination of which offeror represents the best overall expected value to the Government. The Government will evaluate the following :**

**(1) The degree to which the Offeror, including proposed subcontractors, demonstrates quality of products or services provided. (i.e., compliance with contract requirements, technical excellence).**

**(2) The degree to which the Offeror, including proposed subcontractor, demonstrates effective management (i.e., schedule, cost control, staffing, subcontractor management, management responsiveness)**

**(3) The degree to which the Offeror demonstrates the effective use of small, small disadvantaged and women owned business subcontracting program.**

**The following definitions of risks will be used in assessing past performance:**

**HIGH (H)- Performance has resulted in and is likely to result in significant serious disruption of schedules, increase in cost, or degradation of performance even with special contractor emphasis and close Government monitoring.**

**MODERATE (M)- Performance has resulted in and can potentially result in some disruption of schedule, increase in cost, or degradation of performance. However, special**

contractor emphasis and close Government monitoring will probably be able to overcome difficulties.

**LOW (L)-** Performance has caused and has little potential to cause disruption of schedule, increase in cost, or degradation of performance. Normal contractor effort and normal Government monitoring will probably insure no difficulties arise.

## **2. Factor-Software Engineering Capability**

(a) The Government will evaluate the software process by using the Software Engineering Institute (SEI) developed Software Capability Evaluation (SCE) Method. The Government will determine the software process capability by investigating the Key Process Areas (KPAs) defined in the Software Engineering Institute (SEI) Technical Report, Capability Maturity Model for Software (CMU/SEI-93-TR-24, February 93). The report contains a description of the Capability Maturity Model (CMM). The Government will perform a Software Capability Evaluation (SCE) of each offeror by reviewing current projects at the site proposed on this contract and comparing processes used on these projects in the written proposal.

(b) The evaluation will result in a composite rating, substantiated through individual interviews and reviews of documentation, of the offerors software process on the Government selected projects. A risk assessment to compare proposed practices to current, validated practices may be performed. The evaluation team will determine findings of the offeror's strengths, weaknesses, and improvement processes in all Key Process Areas (KPAs) through the Defined maturity level. Results of the Software Capability Evaluation (SCE) will not be pass/fail. The on-site evaluators may be separate and distinct from the proposal evaluation team and may include a Government contracting representative. All evaluators have been trained in the Software Capability Evaluation (SCE) Method. The SCE Team will use Software Capability Evaluation Version 3.0 Method Description (CMU/SEI-96-TR-002 Apr 96)

## **3. Factor-Socio Economic Commitment**

The Government will evaluate the extent to which an offeror identifies and commits to using small, small disadvantaged, and women owned small businesses in performance of any resultant contract arising under this solicitation. A relative assessment by direct comparison of competing offerors will be made. The offeror(s) that propose a greater commitment to subcontracting with small, small disadvantaged, and small women owned businesses will receive a higher rating on this factor. Small businesses will be credited for the dollar value/percentage of work they perform the same as if the work was subcontracted to a small business concern, as long as they request it in the subcontracting plan.